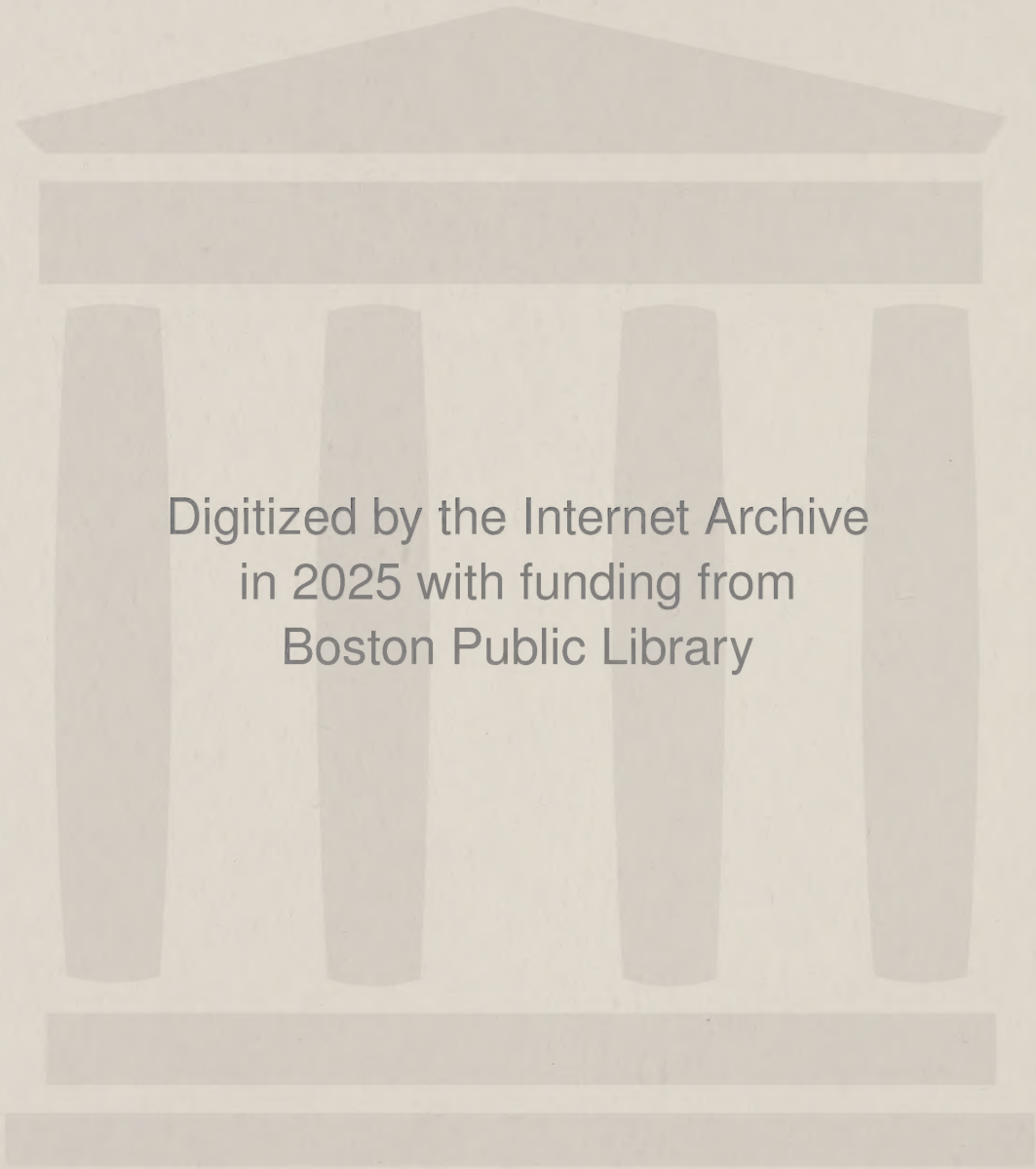

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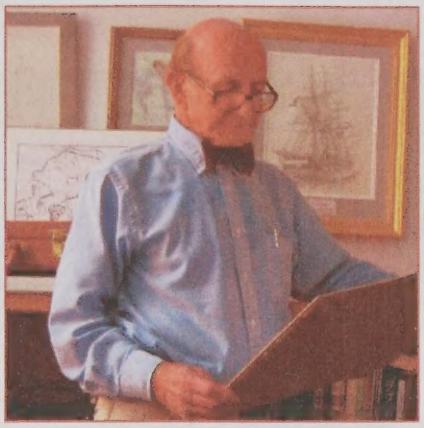
Town of Needham, MA
Annual Town Report
1711—2017

COVER: Rendering of the Rosemary Recreation Complex, funding approved at the May 2017 Annual Town Meeting.

BACK COVER: Rosemary Pool (July, 1972 through August, 2016)

Special thanks to Robert Y. Larsen for his permission to reprint selections from his book, "Deja View, A Look Backward at Needham through Editorial Cartoons"

Additional photos throughout this report which capture the many glimpses of Needham at work and at play are courtesy of Allyssa Jewell from the Department of Public Works/Administration.



This 2017 Annual Town Report is dedicated to Robert Y. Larsen

While attending the Yale University School of Fine Arts, Bob's National Guard unit was called to active duty during the Korean War. Upon his commission from Officer Candidate School in 1950, Lieutenant Bob Larsen served in active combat for six months in the Korean War, receiving the Combat Infantry badge. For the past many years, Bob has both marched and participated in Needham's Memorial Day, Fourth of July, and Veterans Day celebrations. He is a life member of the Veterans of Foreign Wars Post 2498 in Needham.

Bob and his wife Liz moved to Needham in 1964, and raised their two sons here. Bob's history of community volunteerism is lengthy—highlights include 47 years as a Town Meeting Member and service on several town committees, including the Memorial Park Gazebo Committee for which he created the fundraising lithograph. Most recently, Bob served on the War Memorial Committee and designed the Fallen Brave *bas-relief* medallion sculpted into the granite memorial that honors Needham's 92 fallen service people at Memorial Park.

Bob completed his fine arts education at the Rhode Island School of Design, and his talent has been displayed at prestigious venues such as the Connecticut Academy of Fine Arts, the Academic Artists Association, and the Copley Society in Boston. He is a past recipient of the Manship Prize from the North Shore Arts Association for excellence in drawing, and first prize from the New England Press Association for an editorial cartoon that appeared in the Needham Times in 2003. Both his talent and wit were on display for many years as the editorial cartoonist for the Needham Times. Long time Needham residents have appreciated Bob's artistic talent on the cover of the Needham phone book for almost 40 years, and many still cherish the sketches of graduating Needham High School seniors that he made at the all-night party. He has executed formal portraits that hang in the Needham Library, the Needham History Center, and the Needham Community Council.

Bob's many contributions to the town and its citizens reflect his commitment to the importance of civic engagement. He has willingly and generously devoted countless hours of his time and talents to benefit the Needham community. He is a recipient of the 2014 Richard Patton Melick Foundation Award, the Superintendent's Award for Distinguished Service, the Needham Exchange Club's Extraordinare Award, and the Needham Business Association's Distinguished Citizen of the Year Award. In spite of his well-deserved recognition, Bob humbly and truly believes that whatever his service to the community, it is he who has received so much more in return.

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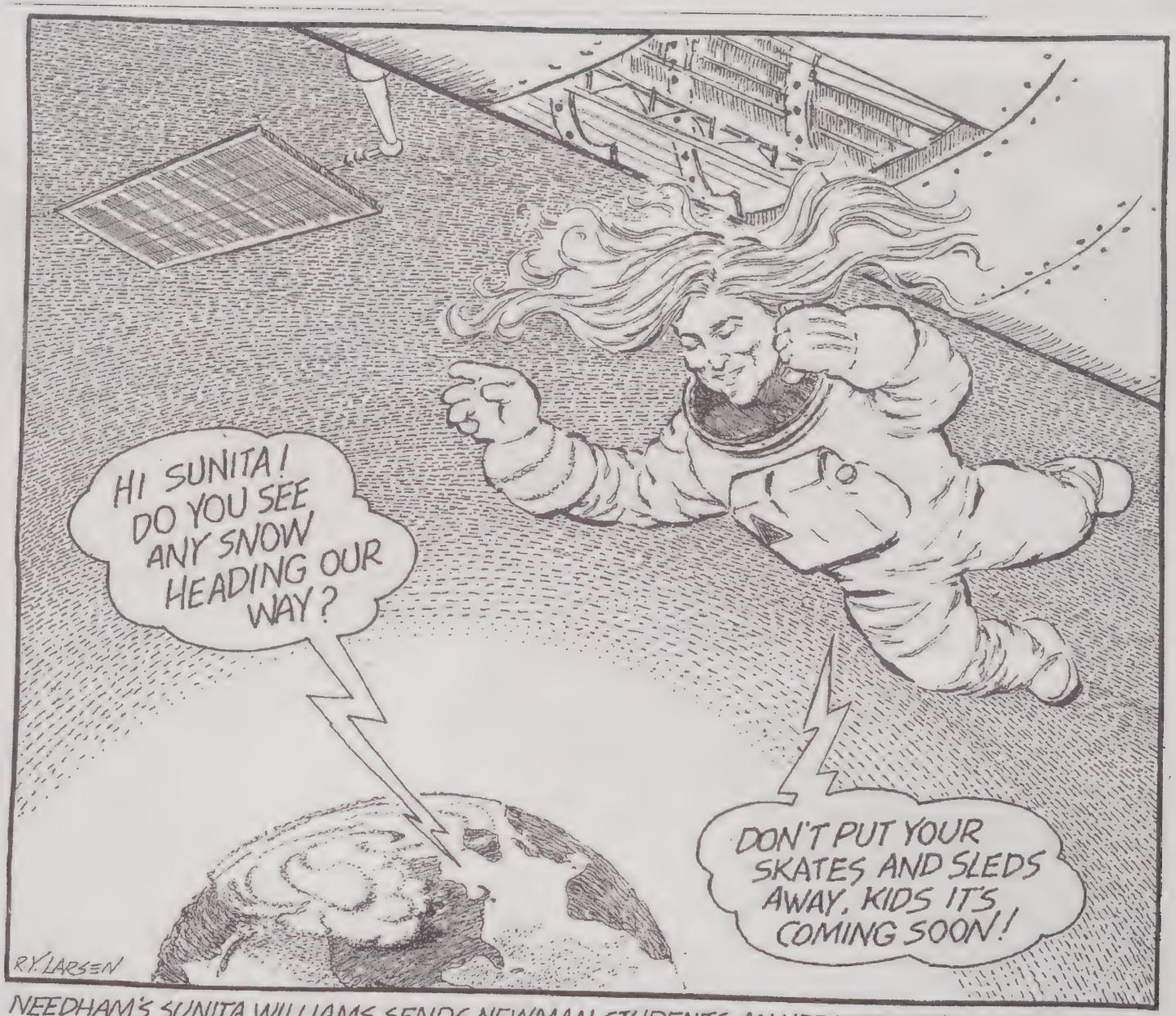
SILENT NIGHT... REMEMBER THEM IN YOUR PRAYERS
© ROBERT V. LARSEN



NEEDHAM'S SUNITA WILLIAMS SENDS NEWMAN STUDENTS AN UPDATED WEATHER FORECAST

TABLE OF CONTENTS	Page
Message from Board of Selectmen	1
Community Profile	2
GENERAL GOVERNMENT	
Town Clerk / Board of Registrars	3
Board of Selectmen / Town Manager	10
Commissioner of Trust Funds	15
Finance Department	16
Finance Committee	26
Legal Department	31
Moderator	32
Needham Contributory Retirement System	34
PLANNING & COMMUNITY DEVELOPMENT	
Conservation Commission	36
Council of Economic Advisors	38
Planning Board	40
Zoning Board of Appeals	47
PUBLIC SAFETY	
Building Department	49
Fire Department	50
Police Department	52
EDUCATION	
Minuteman High School	56
Needham Public Schools	60
HEALTH & HUMAN SERVICES	
Needham Aging Services Division	68
Needham Public Health Division	73
West Suburban Veterans' Services District	84
Youth Services	87
PUBLIC WORKS	
Department of Public Works	94
PUBLIC FACILITIES	
Public Facilities – Construction	98
Public Facilities – Operations	107

TABLE OF CONTENTS	Page
COMMUNITY SERVICES	
Commission on Disabilities	112
Community Preservation Committee	115
Golf Club Advisory Committee	116
Human Rights Committee	117
Needham Historical Commission	125
Needham Free Public Library	126
Needham Housing Authority	131
Park and Recreation Commission	135
OTHER	
Norfolk County Registry of Deeds	139
Metropolitan Area Planning Council (MAPC)	141
Three Rivers Interlocal Council (TRIC)	148
Norfolk County Mosquito Control District	150
TOWN OFFICIALS	152
TOWN MEETING MEMBERS	168
TOWN OF NEEDHAM RETIREE INFORMATION	173
IN MEMORIAM	174
APPENDICES	
General Fund Balance Sheet	A-1
Total Government Funds – Combined Balance Sheet	A-2
Total Government Funds – Statement of Revenues, Expenses & Changes in Fund Balances	A-3
Enterprise Funds – Statement of Net Position	A-4
Enterprise Funds – Statement of Revenues, Expenses & Changes in Net Position	A-6
Enterprise Funds – Statement of Cash Flows	A-7
Trust Funds	A-8
General Fund – Statement of Budget Appropriations and Expenditures	A-11
Solid Waste Enterprise Fund – Statement of Budget Appropriations & Expenditures	A-18
Water Enterprise Fund – Statement of Budget Appropriations & Expenditures	A-19
Tax Rate Recapitulation	A-20

A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2017.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2019 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2019-2023 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2019 through 2023. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2019 – 2023 Capital Improvement Plan is also available on the Town's website. The warrant for the 2018 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2019. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.needhamma.gov/committeevacancy.

Town of Needham Community Profile

Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2018 Tax Rate:
$11.88 Residential
$23.46 Commercial

FY2018 Average Single Family Home Value: $904,828

FY2018 Average Single Family Tax Bill: $10,749

Coordinates:
42° 16' 52" N 71° 14' 11" W

Town Hall Address:
1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

GENERAL GOVERNMENT

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Dept. Specialist
Kevin T. Pendergast, Dept. Assistant
Joyce M. Carlezon, Part-time
Lorraine M. Lederhos, Part-time
Mary T. Hunt, Part-time

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The Town Clerk is also the Chief Records Access Officer under the new Public Records Law effective January 1, 2017. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, issuance of burial permits, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law, instructions on how to complete the mandatory online training requirements biannually, and The Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of close to 32,000 residents!

The Town Clerk's Office is often considered the core of local government serving as the central information point for residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. The Needham Town Manager's Office has taken over this process as a service to our residents.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May per Needham's Town Charter. Fiscal Year 2017 was typical of a Presidential Year and then some! We held the State Primary on Thursday, September 8, 2016; the Special Minuteman Election on Tuesday, September 20, 2016; a Special Fall Town Meeting on Wednesday, October 5, 2016; and the State Election on Tuesday, November 8, 2016. **For the**

first time, the state implemented Early Voting for the November 8, 2016 State Election. Early Voting began on Monday October 24th and ended on Friday, November 4th and was held in the Selectmen's Chambers in Town Hall. While there are always some "kinks" to work out, Early Voting was well received by our voters with a total voter turnout of 8,334 voters or 37.6%. Needham was also very lucky in that we applied for and received two $2,000 grants – one for holding Early Voting over the weekend and one for purchasing two Poll Pads! I am sure we will see many more Early Voting Elections. We conducted the Annual Town Election on Tuesday, April 11, 2017 plus the Annual Town Meeting and the Special Town Meeting in May. The following is a comparison of the number of elections and town meetings in Fiscal Year 2016 and 2017:

Fiscal Year 2016

- Special Town Meeting – Monday, November 2, 2015
- Special Town Meeting – Wednesday, February 10, 2016
- Presidential Primary – Tuesday, March 1, 2016
- Annual Town Election – Tuesday, April 12, 2016
- Annual Town Meeting – Monday, May 2, 2016
- Special Town Meeting – Monday, May 9, 2016

Fiscal Year 2017

- State Primary – Thursday, September 8, 2016
- Special Minuteman Election – Tuesday, September 20, 2016
- Special Town Meeting – Wednesday, October 5, 2017
- State Election – Tuesday, November 8, 2016
- Annual Town Election – Tuesday, April 11, 2017
- Annual Town Meeting – Monday, May 1, 2017
- Special Town Meeting – Monday, May 8, 2017

The Special Town Meeting of October 5, 2016 disposed of 13 articles in one session. With two Senatorial Districts the State Primary had a total of 8 ballots – Democrat, Republican, Green Rainbow and the United Independent Third Party – with 872 votes or a dismal 4.24% turnout; the Special Minuteman Election had 2,008 votes or 9.7% turnout; the State Election had 18,472 votes or an 83.88% turnout; and the Annual Town Election for the election of Town Officers and Town Meeting Members had 2,099 votes or a turnout of 9.75. The Annual Town Meeting beginning May 1, 2017 disposed of 65 articles in four sessions; and the Special Town Meeting of May 8, 2017 held within the Annual Town Meeting disposed of 11 articles.

FY2017 HIGHLIGHTS

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the system currently dating back to 1950's. With the new statewide electronic death module going 'live" as of September 1, 2014, the Board of Health turned over the designation of burial agent to the Town Clerk as of November, 2014. This has made the new electronic death system more efficient and effective. We would love to see the third vitals package become live – marriage

certificates. This has really modernized the vital records program statewide and is beneficial to all involved.

The Special Town Meeting of October 5, 2016 approved one General and two zoning By-Law amendments. The Annual Town Meeting approved seven Zoning By-Law amendments. Under Article 15 Town Meeting approved the FY2018 Operating Budget in the amount of $152,704,148. Total appropriations including the Fiscal Year 2018 Operating Budget approved at the Annual Town Meeting totaled $187,045,251. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012
Births to Residents:						
7/1/16 - 12/31/16	125	140	128	141	126	149
1/1/17 - 6/30/17	115	123	117	134	153	149
Total Births:	**240**	**263**	**245**	**275**	**279**	**298**
Deaths: Residents						
7/1/16 - 12/31/16	125	124	102	116	112	125
1/1/17 - 6/30/17	163	155	139	134	113	183
Residents:	**288**	**279**	**241**	**250**	**225**	**308**
Deaths: Non-Residents						
7/1/16 - 12/31/16	148	152	141	143	85	73
1/1/17 - 6/30/17	154	154	121	123	137	117
Non-Residents:	**302**	**306**	**262**	**266**	**222**	**190**
Total Deaths:	**590**	**585**	**503**	**516**	**447**	**498**
Marriages:						
7/1/16 - 12/31/16	51	52	46	45	49	51
1/1/17 - 6/30/17	43	17	17	44	33	30
Total Marriages:	**94**	**69**	**63**	**89**	**82**	**81**

Dog Licenses Issued:
7/1/16- 6/30/17

	FY17	FY16	FY15	FY14	FY13	FY12
* Male & Female Dogs @ $25	171	205	192	193	145	238
* Spayed & Neutered Dogs @ $20	2,842	3062	2598	2782	2552	2513
* Kennels @ $ 50	5	7	8	42	43	45
* Kennels @ $ 75	3	2	3	9	8	9
* Kennels @ $150.	0	1	0	0	0	0
Hearing Dogs - No Charge	0	0	0	2	0	0
Seeing Eye Dogs - No Charge	2	2	2	0	1	1
Transfers @ $1.00	6	7	5	0	7	5
Prior Years' Licenses (32 @ $20)	20	32	7	0	0	0
Prior Years' Licenses (2 @ $25)	2	2	0	9	0	0
Prior Years' Licenses (0 @ $10)	0	0	19	67	17	30
Replacement Licenses (27 @ $1.00)	22	27	24	19	21	16
TOTAL	**3073**	**3345**	**2856**	**3123**	**2794**	**2857**

* The Board of Selectmen voted to increase the dog license fees effective January 1, 2014. The dollar amount in the first four categories represents the new fee.

Fiscal Year Revenues Paid to Town Treasurer

Fiscal Year	2017	2016	2015	2014	2013
General Fees	127,835.10	114,973.90	89,964.85	104,885.10	100,086.90
Liquor Licenses	92,580.00	83,720.00	86,145.00	96,630.00	75,805.00
Other Licenses	24,612.00	21,470.00	23,249.00	24,387.00	20,498.00
Dog Licenses	62,068.00	67,738.00	57,744.00	61,635.00	29,368.00
Sub Total	$307,095.10	$287,901.90	$257,102.85	$287,537.10	$225,757.90
Accrued Interest	$968.32				
Public Record Request	$137.50	0	0	0	0
TOTAL	**$308,200.92**	**$287,901.90**	**$257,102.85**	**$287,537.10**	**$225,757.90**

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Ann M. Cosgrove
Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcomed Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents (the Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The Board of Selectmen voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. The polling places have been designated as follows:

Precinct A - Center at the Heights
Precinct B - Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Broadmeadow School Performance Ctr
Precinct F - Needham High School - Gymnasium
Precinct G - Needham High School - Gymnasium
Precinct H - Broadmeadow School Performance Ctr
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School – Gymnasium

FY2017 HIGHLIGHTS

The Board of Registrars conducted four elections in Fiscal Year 2017 compared to two elections in Fiscal Year 2016 – the State Primary and the Special Minuteman Election in September, the State Election in November, and the Annual Town Election in April. The November State Election had five ballot questions including Expanded Slot-Machine Gaming, Charter School Expansion, Conditions of Farm Animals, Legalization, Regulation and Taxation of Marijuana, and a local Proposition 2 1/2 – Hillside School. The voter turnout for the Annual Town Election was slightly higher than Fiscal Year 2016 due to several contested races. Government starts at the local level and stronger voter participation is encouraged

State Primary	**Thursday, September 8, 2016**	**872 or 4.24%**
Special Minuteman Election	**Tuesday, September 20, 2016**	**2,008 or 9.7%**
State Election	**Tuesday, November 8, 2016**	**18,472 or 83.88%**
Annual Town Election	**Tuesday, April 11, 2017**	**2,099 or 9.75%**

The Annual Town Listing of Residents was conducted by mail again this year. 65% returned the census forms over a four month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included with instructions on how to license your dog on the new Online Pet Registration program. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2018.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,939 plus 900 inactive voters. The 2017 population for the Town of Needham includes 32,333 residents plus 900 inactive voters for a total of 33,233. The registered voters were comprised of 6,938 Democrats, 2,453 Republicans, 11,377 Unenrolled, and 171 miscellaneous political designations. 900 inactive voters brought the total number of registered voters to 20,938.

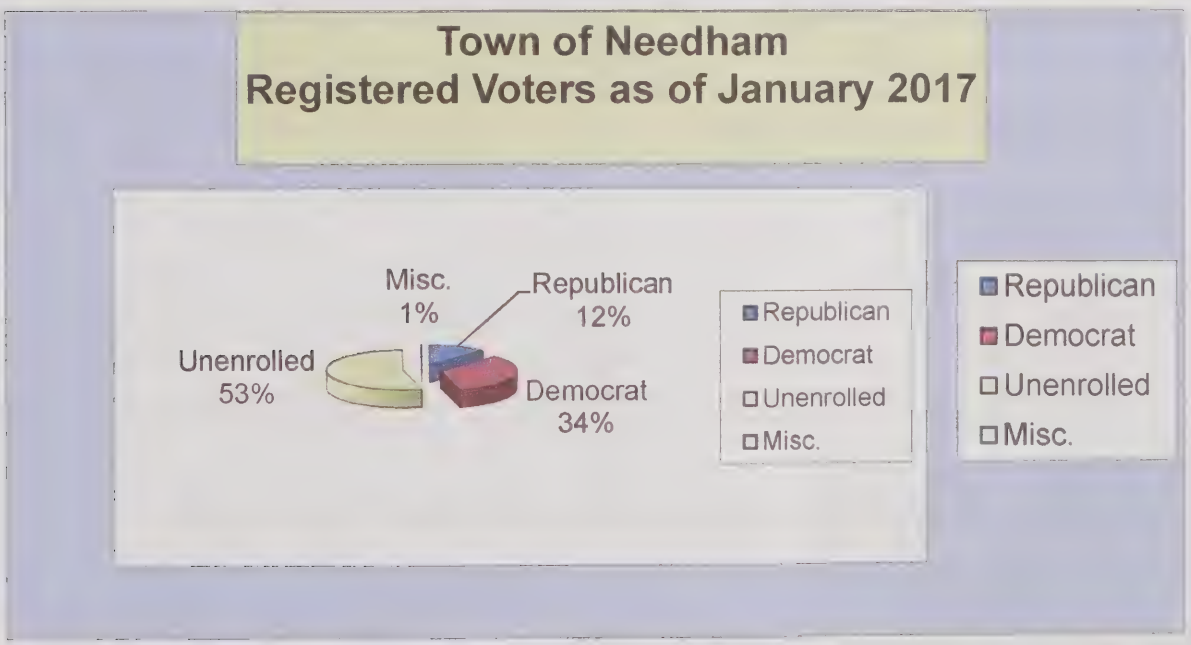
ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS	+ INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	-----	28,568	
1991	18,284	-----	28,470	
1992	18,092	-----	28,134	
1993	18,504	-----	28,074	
1994	17,703	-----	28,384	
1995	18,212	-----	28,740	
1996	18,490	-----	29,156	
1997	19,306	-----	29,340	
1998	19,514	-----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288

2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term. LUCA is gearing up for the 2020 Federal Census.



BOARD OF SELECTMEN/OFFICE OF THE TOWN MANAGER

BOARD OF SELECTMEN
Matthew D. Borrelli, Chair
Marianne B. Cooley, Vice-Chair
Daniel P. Matthews, Clerk
John A. Bulian
Maurice P. Handel

Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Operations
Rachel Glisper, Director of Human Resources

DEPARTMENT STAFF
OFFICE OF THE TOWN MANAGER
Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Louise Kempt, Department Assistant

HUMAN RESOURCES
Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources
Ellen Reulbach, Administrative Assistant

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election.

Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2017 IN REVIEW

Selectmen Organization
In April 2017, Matthew D. Borrelli and Marianne B. Cooley were re-elected to a three-year term on the Board of Selectmen. Following the annual Town election, the Board re-organized with Marianne B. Cooley as Chairman, Daniel P. Matthews as Vice Chairman, and John A. Bulian as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2017 included the following:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

- The Board participated in the decision making process that led to the resolution of the

Minuteman School question. A District-wide election was held on September 20, 2016 at the Center at the Heights and the project was successful in moving forward.

- The Board, along with the School Committee, Finance Committee and PPBC worked together to develop options for High School space needs, including a financing plan. The 2017 Annual Town Meeting appropriated design funding for the High School Classroom Expansion project.
- The Board worked with the School Committee and Finance Committee to evaluate the implementation of full-day kindergarten. The FY2018 budget plan included appropriations to the Debt Service Stabilization Fund that can be reallocated in the future to support full day kindergarten.
- A memorandum of agreement with respect to enrollment projections for FY2017 was approved by the chairs of the Board of Selectmen, School Committee, Finance Committee, and Future School Needs Committee. Subsequently, the 2017 Annual Town Meeting approved a change to the By-law reconstituting the committee.
- Selectmen and Conservation Commission leadership continued discussions about the concept of creating a community campus at Ridge Hill/Nike site. The 2017 Annual Town Meeting approved funding of an ecological evaluation of the property and identification of the most appropriate land for development. That study is on-going.
- The Final DPW Feasibility Study was released on October 28, 2016. Funding for Phase 1 of the project (fuel island) was approved at the 2017 Annual Town meeting, along with additional feasibility for the storage facility on Central Avenue.
- The 2017 Annual Town Meeting approved the funding for the Rosemary Recreation Complex project and construction is underway.
- The funding for the design and construction of the Hillside School was approved at the Special Town Meeting in October, 2016 and the debt exclusion was approved by the voters on November 8, 2016. The MSBA approved the project acceleration schedule and the school – now the Sunita L. Williams School, is expected to open in September 2019.
- Winter Street Architects completed the feasibility study for the Memorial Park Fieldhouse. The 2017 Annual Town Meeting appropriated design funds for the project, with construction funding proposed for May, 2018.
- The 2017 Annual Town Meeting appropriated funding for additional feasibility and schematic design for the Fire Station #2 and Police/Fire Station Study. A request for design funding for the project is proposed for the October 2, 2017 Special Town Meeting.

Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.

- The Needham Center Streetscape and infrastructure project was substantially complete in the summer of 2017.
- Construction of the First Avenue Signals began in 2017.
- The renovation of Highland Avenue from Webster Street to the Charles River (State Highway) was moved to the FFY 2019 time period.
- Stage 2 (Oct 2015 – Sept 2017) of the Add-A-Lane Project - the most significant stage of work – was completed ahead of schedule.

- The Central Avenue/Eliot Street Bridge reopened on schedule in December, 2016.
- Funding for the NPDES permit application was approved at the October 5, 2016 Special Town Meeting. The EPA has subsequently granted a one year delay of the implementation of the program to July, 2018.
- The Board approved the Sewer Impact Program Regulations at its meeting on October 18, 2016.
- The Board adopted a Complete Streets policy in February, 2017.
- At its meeting of May 2, 2017 the Board voted to amend the Street Opening Permit Policy to reduce fees for residential driveway construction.

Maintain and improve the vitality and economic success of the Town.

- The restaurant in the new Shark Ninja Headquarters in the Needham Crossing area is open to the general public. Location of NBCU and the opening of Second Avenue Residences will have a positive effect on retail and food use development.
- The Board developed a revised proposal to allow the permitting of mobile food uses at playing fields and parks. The 2017 Annual Town Meeting approved an amendment to the Town's General By-laws that will allow for the less restrictive policy.
- The CEA is working on a proposal for changes to the Industrial District Zoning with the Planning Board.
- The 2017 Annual Town Meeting appropriated $20,000 to support N2 Innovation District marketing initiatives.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

- Recent initiatives to expand recycling programs include the Natick curbside food waste collaboration, the Hillside School food waste pilot program, and new sustainable composting initiatives.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

- The Board held a hearing on December 6, 2016 to evaluate the impact of broadening the historical demolition delay By-Law, and agreed to consider as a first step putting on record those properties that have agreed to be included on the inventory of historic houses.
- The Large House Zoning proposals were approved at the 2017 Annual Town Meeting.
- Board members are participating in a working group to evaluate options of a tree removal by-law.
- The 2017 Annual Town Meeting approved the creation of an Affordable Housing Trust which will be implemented in FY2018. The Community Development and Health and Human Services departments are collaborating on drafting a report on the experience of other communities with accessory housing units.
- The design for the boat launch to establish fishing areas at ponds and on the Charles River will soon begin.
- The Town's Community Housing Director is actively monitoring permitted housing units and filing appropriate reports. The Town is in compliance with its monitoring obligations.

- A meeting with the MBTA was held in January, 2017 to evaluate the possibility of implementing a Quiet Zone in Needham and representatives of the MBTA attended the Board's meeting on June 13th. Further Board discussion will be scheduled.
- A hearing was held on October 18, 2016 to revisit the Noise By-Law relative to weekend and Sunday work. After discussion, the Board agreed that improved communication would be a better solution than amending the By-law. As a first step, the Town's notice of demolition process will be revised to make sure residents have information about the noise by-law and whom to call if they have concerns.
- The Community Revitalization program funded and implemented a traffic control box art project at the corner of Highland and May Street. The Town Manager's Office worked with a local artist to implement a second traffic control box project at Oak Street and Chestnut Street.
- To address the questions about housing raised by the elected and appointed Boards which reviewed the Assessment of Housing and Transit Options for Needham Seniors, the Public Health and Aging Services Divisions worked with the Planning and Community Development Department to conduct a detailed review of comparable communities and how those towns have approached the challenges of keeping housing affordable for means-limited older residents. The resulting report explored how fairly modest zoning changes can begin to make communities more affordable to older residents.
- To address the challenge of underage drinking, additional training requirements were included in the proposed revision to the Alcohol Regulations, along with a provision requiring that all alcohol sales at food stores be handled by individuals over the age of 21. The 2017 Annual Town Meeting approved an appropriation for additional alcohol regulation compliance for the Health and Human Services Department.
- The Board sent a letter to all private trash haulers in September 2016 to inform them of the rules with respect to private trash barrels and to ask for their assistance in ensuring compliance. Additional measures will be required to improve the situation.
- This zoning amendment relative to the number of basements was approved at the October 5, 2016 Special Town Meeting and subsequently by the Office of the Attorney General.
- A member of the Board of Selectmen is participating in the Open Space and Recreation Plan working group. The board participated in an "all boards" meeting in March, 2017.
- The 2017 Annual Town Meeting approved funding for the All Person Reservoir Trail, and construction of the trail has begun.

Maintain and Enhance the Town's Financial Sustainability.

- The West Suburban Health Group has voted to offer a high deductible plan with an HAS component along with "benchmark" plans effective July 1, 2018. Existing "Rate Saver" plans will no longer be offered. The Employee Insurance Advisory Committee began meeting to discuss next steps and to develop recommendations for the Board's consideration.
- A capital facility summit was held on October 19, 2016, and was favorably received by participants.

Evaluate Town Operations and Administration

- The following Board of Selectmen policies were approved: Sale & Disposal of Surplus Equipment, Materials & Supplies (August 16, 2016), Policy for Use of Electronic Message Boards (October 4, 2016), Sewer Impact Program Regulations (October 18,

2016), Amended (amendment) Regulation for the Sale of Alcoholic Beverages (November 9, 2016), Complete Streets Policy (February 14, 2017), Amendment of Appendix 2: Locations Presently Approved for Food Trucks of the Regulation of Food Trucks Policy (April 12, 2017), Contributory Insurance Rules & Regulations (May 2, 2017) and Procedure for Designer Selection by Town Agencies (June 13, 2017).

- The Town hired an Emergency Preparedness Coordinator to help facilitate the update of the plan. The Local Emergency Planning Committee (LEPC) has been reconstituted, and held a series of table top exercises in FY2017.
- The FY2018 budget process included many discussions about the need for increased staffing in both the Police and Fire Departments. Separate reports for each department were developed and presented to both the Finance Committee and the Board of Selectmen, and proposed staffing increases were built into the FY2018 – 2022 Pro Forma budget.
- The Youth Commission, Board of Health, Council on Aging, and Personnel Board discussed and approved the concept of creating a Director of Health and Human Services position to oversee the Health and Human Services Department. A Director was appointed effective January, 2017.
- At its meeting on June 27, 2017 the Board of Selectmen voted to incorporate the Public Facilities Operations function into the Department of Public Works to improve efficiency and accountability.
- The October 5, 2016 Special Town Meeting approved the recommendation to stop mailing the Annual Town Election postcard, which was subsequently approved by the Office of the Attorney General.
- The Lieutenant Governor signed the community compact on October 13th and the Massachusetts Department of Revenue provided the town with a $20,000 grant for implementation of an IT Audit.
- The Town has rolled out an online public request form on the Town's website to help the public better explain and direct a request. The Town is exploring technology options to catalog and report on the number, types, and complexities of public record requests

OTHER HIGHLIGHTS

- Negotiated and secured Town and State support for NBCU Tax Increment Financing Agreement;
- Responded to and participated in protracted hearings and litigation regarding the Eversource West Roxbury to Needham Reliability Project;
- Recommended and Town Meeting approved the acceptance of a speed limits statute that will allow the Town to lower the prima facie speed limit in thickly settled areas and to adopt 20 mph speed limits in safety sensitive areas;
- Recommended and secured Town Meeting funding for traffic improvements at the Eliot School;
- Settled the Fire Union contract including drug and alcohol testing (a high priority);
- Completed the fifth biennial citizen satisfaction survey in which 98% of those surveyed rated Needham as a place to live as good or excellent;
- Updated the ambulance fee rates; and
- Helped the Farmers' Market relocate to Garrity's Way.

COMMISSIONER OF TRUST FUNDS

Jack Cogswell, Vice-Chairman
(elected to serve April 2017 to April 2020)
Joseph P. Scalia, Chairman
(elected to serve April 2016 to April 2019)
Heydon Traub, Secretary
(elected to serve April 2015 to April 2018)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009 and again in 2011, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 81 trusts. About 60% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 20% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 20% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of $3.9 million at the end of fiscal year 2007, to about $6.6 million at the end of fiscal 2017.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 6%-8% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as $5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.

FINANCE DEPARTMENT

David Davison, Assistant Town Manager Director of Finance; ***Accounting:*** *Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Lisa McDonough, Department Specialist; vacant, Accounts Payable Administrative Specialist;* ***Assessing:*** *Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Karen Rogers, Department Specialist; Stanley Winston, Field Assessor;* ***Information Technology Center:*** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS Database Administrator; Steve Freeman, Computer Operator; Stephen McGrath, Technology Support Technician; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator;* ***Office of the Parking Clerk:*** *Tom Leary, Parking Clerk* ***Procurement:*** *Tatiana Swanson, Finance and Procurement Coordinator;* ***Treasurer/Collector:*** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer Collector; Kristin Bent, Department Assistant 2; Kelly Fulgione, Administrative/Office Support Specialist; Zhiwen Fung, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist.*

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the $144 million general fund budget, $18 million in special revenue, $15 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds

of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

Fiscal year 2017 was rather a quiet year for changes in staff. In February 2017, Kelly Fulgione joined the Department of Finance in the Treasurer/Collector's office as the part-time Administrative/Office Support Specialist. The position had been vacant for nearly a year, as the Town had difficulty attracting qualified candidates, possibly because the part-time position was not eligible for benefits.

FY2017 HIGHLIGHTS

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line item amendments are made at a special town meeting usually held in the fall. Often the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The final budget total for fiscal year 2017 was amended upward by $167,905, a change of 0.1% from the original budget. The original budget was approved at $144,228,127.

The Town increased its appropriation to the Department of Public Works (DPW) for expenses in the amount of $120,000 at the October 2016 Special Town Meeting. This funding was provided so that the DPW could remove an old fence, separating the Needham High School property from private residences, which was found to be on private property. The Town removed the fence and installed a concrete wall to stabilize the slope between Town property and the residential properties.

The Health and Human Service salary budget was increased by $61,305 to fund an environmental health agent position in the Public Health division. A review of the staffing needs was conducted during the spring and summer months to determine whether an additional position should be funded. After review and recommendation by the Town Manager, the Finance Committee recommended funding of the position to Town Meeting. The Town also increased funding for the group health insurance, employee benefits, and administrative expense budget by $22,819 for related benefit costs for the new position.

Another change was an increase of $3,375 to correct the amount that needed to be appropriated for the fiscal year 2017 Minuteman Regional School assessment. The original fiscal year 2017 operating budget included an appropriation of $762,686 rather than the actual Minuteman Regional School assessment of $766,061, which was due to a transcription error.

The appropriation to the budgetary reserve was reduced by $87,499 to $1,454,376. This decrease was to offset the appropriations for the new position in the Public Health, the related benefit costs, and the Minuteman Regional School assessment. These expenses were anticipated, and was agreed that if the funding was needed that it would come from the budgetary reserve, but only by Town Meeting action.

Another Town Meeting action was a budget amendment to Needham Electric Light & Gas Program in the amount of $47,905. The Town pays for the generation of electric power from a solar array that was installed on the Town's former landfill. The power is provided to Eversource, which pays the Town for the power added to the electric grid. The amount of electricity that the solar array was producing was more power than the budget plan assumed. The Town pays approximately $0.09 per KHW and receives on average approximately $0.17 per KWH. The payments to the Town were credited to the General Fund.

During fiscal year 2017, the Town realized actual revenue in excess of the budget estimate of $6.1 million, and had budget returns of more than $4.0 million. General Fund revenue in excess of budget was higher than the fiscal year 2016 results. The higher revenue surplus was primarily due to permit income. However, the overall budget return for the year was lower than the prior fiscal year, where the Town saw a return approximately $4.5 million.

Property tax collections remain consistently strong, and revenue growth from "New Growth" ($2,830,797) in fiscal year 2017 was high, but was less than the amount of new growth in fiscal year 2016 ($3,684,955), and fiscal year 2015 ($3,922,530). The source of the growth of new tax revenue is due to the continued demand for new residential construction and increased commercial development, particularly in the Needham Crossing business park.

Motor vehicle excise tax revenue increased but not at the pace that it has in recent years, coming in at $1.3 million over budget but just 1.3% more than actual receipts in the prior year ($5,701,527 for FY2017 vs $5,627,887 for FY2016). Revenue generated from other taxes and penalties was approximately $0.80 million over the estimate, but was lower than fiscal year 2016 actual revenue by 10.5% ($2,156,902 for FY2017 compared to $2,410,193 for FY2016). This decline was attributed to the exceptionally high penalty income received during fiscal year 2016 from collections on some long-term past due taxes that year (penalty interest income was $461,096 for FY2017 vs. $728,071 for FY2016).

Revenue from licenses and permits continued to be extraordinarily high, as construction activity in Needham remained robust. Permit income was $4,477,430 for FY2017, compared to $2,314,222 for FY2016, and $1,702,030 in FY2015. The increase in the fiscal year 2017 revenue over fiscal year 2016 was more than $2.1 million, which effectively accounts for the entire increase in the total revenue surplus compared to the prior year.

Overall total actual General Fund revenue for fiscal year 2017 was $9,950,020 more than the total for fiscal year 2016. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 82.4% of the total General Fund surplus, up from the 79.7% that these sources comprised in 2016.

The General Fund operating budget, which accounts for most of the expenditures, returned $4,031,835 or approximately 2.8% of the operating budget appropriation; the return for fiscal year 2016 was $4,406,846 or approximately 3.2% of the appropriation for that year. The highest dollar turn back was from budgetary reserve fund in the amount of $744,621, approximately 18.5% of the total operating budget return. The amount returned was lower than fiscal year 2016 return, but as a percent of the original budget was higher than average. The $744,621 return represents approximately 48% of the original voted budgetary reserve fund of $1,541,875. The draws on the reserve fund during fiscal year 2017, above the amount transferred by Town

Meeting at the October 2016 Special Town Meeting, was $10,000 for additional feasibility work requested by various Town boards on the High School expansion proposal. A transfer of $103,425 to the Town's legal budget was approved as a contingency for pending outside counsel bills for several cases that the Town is a party. The annual transfer to cover snow and ice removal expenses above the base budget of $408,039 for FY2017 was $596,330 for a total actual expense of $1,004,369. This compares to the total actual expense for fiscal 2016 of $775,062 and $1,713,370 for fiscal 2015.

The Needham Public Schools returned $542,358 or 0.8% of the original budget of $65,189,914, which compares to $519,301 (0.8%) that was returned in 2016. The Police Department returned $537,182 or 8.3% of its budget. Most of the return ($481,215) was salary savings from several positions being vacant. Lower fuel prices contributed to the expense turn back. The Group Health Insurance, Employee Benefits & Administrative Costs budget returned $476,592 or 3.6% of appropriation which compares to 3.5% of the fiscal year 2016 budget return. The Public Facilities Department returned $239,685 or 5.9% of its budget which compares to the $526,459 or 6.1% of the fiscal year 2016 budget return. The turn back came almost equally from salary and wages $129,737 and expenses $109,948. The personnel savings was due to transfer of some salary expense from the construction division which relates to specific construction projects. The expense return was from lower custodial supply expenses charged to the budget. The Fire Department also had a number of vacancies during the year which accounts for most of the $214,107 that was returned, 98% ($211,294). The other 17 departments returned in total $631,815 or 3.8% of their combined amended budgets for the year.

The Townwide expense budgets (excluding the budgetary reserve fund and benefits budgets) returned a combined $645,475 or approximately 2.3% of their related total amended budget.

The Total General Fund balance for fiscal year 2017 was higher than 2016. Fund balance was $45.3 million for fiscal year 2017 compared to $37 million for fiscal year 2016 or approximately a 22% change. However, the unassigned portion of the General Fund declined slightly from fiscal year 2016 with a balance of $19.4 million which compares to approximately $21 million for 2016. The decline in the balance was not unexpected as a significant amount of Free Cash was appropriated during fiscal year 2017, primarily for fiscal 2018 spending purposes.

The Town appropriated $11,387,990 of its Free Cash during the year compared to the $6,190,372 in Free Cash appropriated during fiscal year 2016. The Free Cash certified for fiscal year 2017 was $13,849,687; the amount certified for use during fiscal year 2016 was $6,890,372. The Town used a significant amount of the Free Cash for capital investment, special finance warrant articles, and reserves. The Town's use of Free Cash for funding the subsequent fiscal year operating budget was in line with management's guidance of not more than two-percent of the previous year's final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less.

The Town appropriated $5,238,467 of the Free Cash for cash capital which included $2,011,000 for public roads and related infrastructure improvements, $1,056,000 for the construction of a new fuel depot at the public works which provides fuel for all Town and School vehicles and equipment, $646,305 in core fleet and special equipment investment, $657,290 in cash capital for the Needham Public Schools, and $717,872 directed to other various General Fund cash capital improvements. The balance of $150,000 was for a feasibility study of siting and construction of

a seasonal storage facility for public works equipment at the Recycling and Transfer Station property. The Town appropriated $610,000 for general facility repairs and maintenance, $250,000 for repairs and refurbishment of various equipment in the Town's public works fleet to extend the useful life of the equipment, and $285,000 for various projects and programs.

The Town appropriated $1,671,990 to the Athletic Facility Improvement Stabilization Fund; $258,051 was appropriated between its Capital Facility and Capital Improvement Stabilization Funds; and $185,000 to the Debt Service Stabilization Fund.

The Town also appropriated $15.8 million to fund the construction of two new outdoor pools and an office and recreational facility at the Rosemary Lake. This projected is funded by a combination of cash ($4.8M) and debt ($11M) with contributions coming from both the General Fund and the Community Preservation Fund. The facility is expected to open in 2018.

At the May 2017 Annual Town Meeting $950,000 was approved to fund design work to expand the Needham High School. The project was on a fast track schedule and the expansion is anticipated to be done in time for the 2018/2019 school year. The Town anticipates a construction funding request during fiscal 2018.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2017 reports:

1. General Fund Balance Sheet
2. Total Governmental Funds Combined Balance Sheet
3. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances
4. Statement of Net Position for each of the three enterprise funds
5. Statement of Revenues, Expenses and Changes in Net Position for each of the three enterprise funds
6. Statement of Cash Flows for each of the three enterprise funds
7. Statement of Budget Appropriations and Expenditures
    a. General Fund
    b. Solid Waste Enterprise Fund
    c. Sewer Enterprise Fund
    d. Water Enterprise Fund
    e. Community Preservation Administrative Budget
8. Tax Rate Recapitulation as Approved by the Department of Revenue
9. Schedule of Trust Funds

Below are the individual statements by the different divisions within the Finance Department. Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties. You may also find more financial information from the Town's web page www.needhamma.gov/finance.

Accounting Office – The office staff processed a total of 55,938 paychecks/direct deposits during fiscal year 2017. The staff reviewed and processed 31,315 invoices from vendors for payment, 1,215 expense reimbursements, and 316 contracts. The office also reviewed and

processed 2,400 encumbrance requests plus an additional 944 revision requests during the fiscal year.

Encumbrances Processed		
Department	FY2016	FY2017
Building Department	6	6
Commission on Disabilities	3	2
Department of Public Works	726	714
Finance Committee	3	1
Finance Department	212	237
Fire Department	114	131
Health and Human Services	133	142
Historical Commission	-	-
Memorial Park	2	1
Municipal Lighting Program	5	10
Municipal Parking Program	15	15
Other Functions	20	35
Park & Recreation Department	111	103
Planning and Community Development	40	37
Police Department	113	15
Public Facilities	758	600
Public Library	83	99
Town Clerk & Board of Registrars	36	31
Town Counsel	11	18
Town Manager	69	67
Total	2,460	2,264

The accounting office is also responsible for posting all revenue received to the General Ledger, and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff also must prepare and file various Federal and State reports such as the employer quarterly tax return filing of withholdings (Form 941), annual W2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and various revenue and expenditure reports to the Department of Revenue. All of those reports have stringent deadlines.

Assessing Office – The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual tax classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2017. This is the statutory deadline for the collection of New Growth for the following fiscal year.

Some of the more significant development noted by the office in 2017 are as follows:

The residential real estate market in Needham has continued moving higher since last year's review, with the median single family sale price moving up just under 12% year over year. Over the past five years the median single family sale price has jumped nearly 30%, while the condo median sale price has gone up almost 60%. As required by the Mass DOR, the latest assessments reflect this upward market curve. The upward movement of assessed values was also influenced by updating of the "Cost" tables, used to calculate residential building values, to reflect the ever increasing cost of labor and materials in the construction industry. While analysis of the single family sales from calendar year 2016 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2017 market will likely require some upward adjustment across many neighborhoods to be acceptable for fiscal year 2019.

The nomenclature change from "The Industrial Park" to "Needham Crossing" has become a physical change that is made obvious by a quick trip from the Highland Avenue to Great Plain Avenue ramps on Route 128, where the new Trip Advisor headquarters and Marriott Inn now dominate the landscape. The slight upward blip in values of income properties reflected in fiscal year 2018 is sure to continue as the restoration of office space formerly occupied by General Dynamics has been completed and the 400 unit residential project nears completion making the Crossing a more desirable alternative for emigres from the over-priced Boston commercial real estate market. The mid 2018 completion of the Claremont Needham Suites and the redevelopment of the former General Dynamics B Street property by NBC Universal will only enhance the area as a destination for high end business prospects going forward.

The evolution from industrial park to Needham Crossing has had an added benefit with regards to the type of taxable business personal property being reported. Filing cabinets and phone systems have been supplemented by cutting edge blade servers and data processing equipment resulting in increased new growth for the tax levy as this high end technology has a much shorter useful life than the traditional file cabinet, thus has to be replaced more often by the next generation of equipment that emerges. The anticipated influx of yet more high tech equipment at the NBC compound will likely make that individual account the largest contributor to business personal property in Needham for years to come.

The passage of the Municipal Modernization Act has brought some changes to the way the Assessor's office will operate going forward. The most significant of these are the change in the Certification cycle from three years to five years and the consolidation of the Overlay account, used to cover statutory exemptions and abatement refunds, into a single account as opposed to individual accounts tied strictly to specific fiscal years.

The department was also essential in effecting a change, with significant financial assistance from the State, to the replacement of 20 year old assessment software to a more efficient product that will serve the Town well for years to come.

As always, the office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests, and daily information requests from internal and external sources.

Type of Property	FY2015	FY2016	FY2017
Single Family	8,372	8,378	8,381
Condominium	811	870	888
Two Family	251	239	234
Three Family	14	14	14
Four + Family	27	25	24
Other Property	6	6	6
Vacant Land	161	161	159
Chapter Land	13	13	12
Mixed Use	25	24	22
Commercial	391	385	382
Industrial	40	40	40
Personal Property	590	600	599
Total Accounts	10,701	10,755	10,761
Total Taxable Value	$8,838,727,746	$9,068,188,822	$9,241,074,840
Value Including Exempt Property	$9,510,940,341	$9,752,260,517	$9,934,393,715

Information Technology Center (ITC) – ITC continues its support of technology hardware, software, services, and systems for the Town Departments. As has occurred for the past several years there has been a continued growth in Information Technology Users (ITU) throughout the Town which increases the daily demand for services by the ITC. This growth includes the desire by departments for greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks. The support needs of Public Safety departments on ITC have increased as those departments move to upgrade processes done locally and in the cloud. This has increased the demand for security and support from ITC, specifically assistance from the Network Manager. The Network Manager position coordinates network engineering, security, and appliance support across multiple buildings and departments often times requiring 24x7 support. The Applications Administrator has continued to fulfill that position's place within the department by supporting enterprise applications, such as the General Ledger and the Town's web site, along with support and training both for individuals and groups for the desktop applications. The Applications Administrator, in conjunction with the Technology Support Technician, allows for more effective response to user request for computer and peripheral assistance. The Geographic Information Systems (GIS) Administrator continues to work with multiple departments assisting in analytical projects as well as preparing for infrastructure updates, flight imagery, and geospatial data collection.

Parking Clerk - The on-street and municipal parking lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs

installation of signs and meters and repairs and maintains equipment and parking lots. Within the Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the office of the Parking Clerk.

The office of the Parking Clerk holds office hours to hear appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and resolving disputes is in place. Inspections of existing parking meters are regularly conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds promptly with the necessary repairs.

	FY2015	FY2016	FY2017
Tickets	5,116	5,047	3,993
Appeals	473	369	339
Appeal %	9.25%	7.31%	8.49%

Purchasing - The Purchasing Division oversees the procurement of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the Purchasing Division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is honest and open. The division reviews all purchase order requests to ensure the required documentation is provided. We provide guidance and regular training in all matters related to procurement compliance. Procurements that necessitate the use of a sealed bid process; the Purchasing Division is involved with all aspects of the solicitation, from specification drafting and legal advertising, to bid evaluation and contract execution to ensure a successful completion. The division prepares service agreements for departments without dedicated personnel for procurement and reviews and executes agreements submitted by other the departments.

Some highlights during the last fiscal year include:

The Town consolidated all the electric and gas accounts into one budget, except for those expenses incurred by the enterprise funds. The Purchasing division was tasked with the consolidation, monitoring, and payment processing of all the energy accounts, including the enterprise funds.

Purchasing conducted two training sessions for employees with purchasing responsibilities. The training sessions focused on procurement requirements and navigating the State's purchasing website.

In partnership with the State's Operational Services Division, the Town hosted a Vendor Fair in the Town Hall. The event was designed to answer local vendors' questions about becoming a Statewide Contractor and explain the process of doing business with the Commonwealth of Massachusetts and the Town.

The Finance and Procurement coordinator serves as general insurance liaison for risk management administration. As part of the insurance rewards program offered by the Town's insurer, we have implemented an initiative that consists of providing informational sessions on

risk management to Department Managers and Town employees. We continue to promote safety training opportunities and to explore opportunities to reduce risk and contain risk costs for the Town.

	FY2015	FY2016	FY2017
Purchase Orders Reviewed	1,811	2,363	2,128
Contracts Prepared for Town Departments	25	41	43
Contract Awards Reviewed	326	307	306

Treasurer/Collector - The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned $278,831 in interest income for the General Fund during fiscal year 2017, which was an increase over 2016 when the Town received $111,635. The outlook for fiscal year 2018 is a gradual but consistent increase in interest income. Interest rates are approaching or even exceeding one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2017 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of $11,100 in property tax relief to the elderly and disabled to twenty Needham households. The property tax assistance appropriation of $22,022 was awarded to 20 Needham households.

The Treasurer issued $10,945,000 in long term debt to fund various capital projects and $5,399,120 in short term debt. Needham submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2017 was $86,146,163.

The Treasurer/Collector ensures that all bills, i.e. real estate, personal property, excise, water and sewer are billed timely and in accordance with state statutes. The Town of Needham now offers tax payers the ability to pay their Water / Sewer Bills and Motor Vehicle Excise taxes online. Parking tickets and Ambulance payments can also be paid online through our third party provider. Bills can also be paid through any home online banking service. A drop box has been installed in the front of Town Hall for the convenience of those wanting to pay by check after normal business hours. The Collector's office continues to pursue ways to make paying easier and more convenient.

The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. During fiscal year 2017, approximately $132.9 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the

department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

Real Estate Tax Collections	$118.8 million
Motor Vehicle and other Excise	$ 5.7 million
Personal Property Tax Collection	$ 5.2 million
CPA Surcharges	$ 2.1 million
Other Tax Collections	$ 0.4 million
Ambulance Receipts	$ 0.7 million

	FY2015	FY2016	FY2017
Sewer and Water Bills Issued	45,702	45,783	46,983
Real & Personal Property Tax Bills Issued	42,714	43,121	43,834
Motor Vehicle Excise Bills Issued	28,949	29,290	29,272
RTS Sticker Applications	2,004	2,737	1,484

FINANCE COMMITTEE

Richard Zimbone, Chair
Richard Reilly, Vice Chair
Barry Coffman
Tom Jacob
Kenneth Lavery
Richard Lunetta
Louise Miller
Carol Smith-Fachetti
Louise Mizgerd, Analyst

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues with financial implications through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager, School Superintendent and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to developing a balanced budget. The process includes meetings, site visits, research, and analysis by the Finance Committee on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure and preserve the essential services which benefit its residents.

FISCAL YEAR 2017 HIGHLIGHTS

Capital Financing

- **Facilities Financing Plan** – During the summer of 2016, which was the beginning of Fiscal Year 2017, the Finance Committee reviewed the new facilities financing plan, which showed how the Town could pay for the projects in the Facilities Master Plan. The financing plan showed that the debt service payments would exceed the Town's debt polices for five years if all of the projects moved forward as planned. The Finance Committee concluded that the Town could afford the projects by relying on funds from the Debt Service Stabilization Fund, which was established specifically to supplement debt service obligations and allow the Town to stay within the debt policies.

  The Finance Committee also reviewed an updated facilities financing plan in April 2017 that accounted for a change of funding of the Sunita Williams School from debt within the levy, to excluded debt following a successful Proposition 2 ½ "override" vote which freed up some debt capacity. In addition, an updated level of free cash provided meant there was sufficient cash to fund one smaller project that had been planned to be financed with debt. With these changes, enough debt capacity was opened up to reduce the reliance on the Debt Service Stabilization Fund to four years given current revenue projections. The Finance Committee noted that the assumptions underlying the finance plan were conservative and the Town was likely to experience stronger revenue growth than assumed.

Capital Projects

- **Sunita Williams School (Hillside School Replacement)** – At the October 2016 Special Town Meeting, the Finance Committee recommended funding the construction of the Sunita Williams School construction project, the new elementary school that would replace the aging Hillside School. The Finance Committee carefully considered many different facets of the project but focused on two issues that most significantly affected the cost: the size of the building and the amount of state reimbursement. The Finance Committee found that the size of the planned facility was an appropriate size, given the programming needs and the enrollment projections. The Finance Committee was also satisfied that that the Town had worked to maximize its level of reimbursement available from the Massachusetts School Building Authority (MSBA.)

- **High School Expansion Project Design** – The Finance Committee supported the appropriation of design funds for the High School Expansion at the May 2017 Annual Town Meeting. The Town reviewed the five design options considered for the expansion project, and considered the programming and current usage of space. The Finance Committee very carefully considered the enrollment projections and considered the best way to determine the classroom space actually needed. As part of a separate warrant article, the Finance Committee supported a change to the Future School Needs Committee that would change the composition of that Committee and allow the Finance Committee more involvement in the development of enrollment projections.

- **Rosemary Pool Complex Construction** -- The Finance Committee carefully considered the construction costs for the proposed Rosemary Pool Complex. The Finance

Committee reviewed the funding strategy, which included using debt funded through the levy combined with debt supported by funds collected under the Community Preservation Act. The Committee maintained its reservations expressed in the design phase regarding the high cost of the project, especially in light of the limited seasonal use of the pool and the number of residents expected to use the facility. There was also concern about the second floor office and programming space, and the affordability of this project in light of other planned projects. Town Meeting voted to appropriate funds to complete construction of the Rosemary Pool Complex.

- **Public Safety Buildings Design** -- The Finance Committee reviewed staffing reports for both the Police and Fire Departments which indicated that expanded services are needed, particularly with the significant commercial growth at Needham Crossing. The Committee also looked at the space needs in light of services and programs. The Finance Committee supported the appropriation of design funds at the 2016 Annual Town Meeting for the Police and Fire Station 1 building, as well as the Fire Station 2 building.

Operating Budget Recommendation for FY2018

Each year, the Finance Committee must develop an operating budget for the following year to recommend to Town Meeting. The Finance Committee began the FY2018 budgeting process during FY2017 in an environment of continued economic growth. During 2014 to 2016, Needham experienced substantial revenue growth, much of which was attributable to significant new growth in the tax base. For the third year, the projected level of new growth was increasing at a lower rate than the prior year, though still strong. In FY2018, property taxes, the largest part of General Fund revenue, were projected to continue increasing. State Aid was projected to remain level, as the Town's budget process takes place before the State budget is certain, and there were not clear indications of increasing aid for Needham. Local receipts were expected to increase. Free cash, another significant source of General Fund revenue was very strong in FY2017, available for funding FY2018 needs.

BUDGET PROCESS

The Finance Committee began its budget process in December 2016, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2018, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to the impact of each request on resident services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, school administrators, and leaders of committees and boards to discuss operational and capital needs;
- held budget hearings with each department; and
- deliberated each request in depth.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- maintain essential services currently provided to citizens and other user groups;
- sustain commitment to infrastructure spending;
- preserve and strengthen financial security;
- encourage long-term planning; and
- evaluate requests for new or additional services and expenditures.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 24, 2017. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2018 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY2018 spending requests overall were carefully considered and conscious of the need for fiscal discipline. Nevertheless, health insurance premiums continue to increase faster than the rate of revenue growth. The School Department special education and transportation costs are also potential areas of concern. A transportation study group, which included a member of the Finance Committee, convened to examine the sustainability of school transportation and make recommendations for any needed changes. The Town reviewed available alternative health insurance plans and providers. While the Town continues to make significant efforts to moderate these increases, such as joining consortiums or renegotiating contract terms where possible, some causes remain beyond the Town's control.

FY2018 OPERATING BUDGET HIGHLIGHTS

As in previous years, the Finance Committee's recommended budget for FY2018 provided for level services in most areas of the budget and also allowed limited additional funding for increased services.

- **Townwide Expenses**

Townwide Expenses continued to reflect rising health insurance premium rates in the Employee Benefits line. The Retirement Assessments and OPEB budget lines increased in order to continue to make progress to fund the unfunded pension liability following a determination to decrease the projected rate of return on fund assets. The Debt Service line increased to fund additional capital projects.

- **Department Budgets**

The budgets for almost all Town departmental budgets increased modestly in FY2018 due to cost-of-living salary adjustments. Salaries are a significant portion of the Town's operating budget since the Town's main business is providing services to residents.

As noted above, the Finance Committee reviewed staffing reports prepared by the Police and Fire Departments to consider anticipated future requests for additional staffing. The Finance Committee recognized the potential need for additional staffing, and looks forward to continuing the discussion and reviewing the requests when the Public Safety construction projects are closer

to completion. The Finance Committee reviewed a request for additional staffing in the Operations Division of the Public Facilities Department. The Committee appreciated the need, but deferred the request pending upcoming changes in the departmental leadership. In addition, the Finance Committee reduced requested funding for seasonal wages in the FY2018 Park and Recreation Department budget due to closure of the Rosemary Pool during the construction of the new facility.

- **Public Education**

Minuteman Regional Vocational Technical School: The Minuteman School assessment in the FY2018 budget increased due an expected decline state aid as a result of a decrease in the number of towns in district. As mentioned last year, the capital costs associated with the Minuteman School are expected to increase significantly in the coming years as the district embarks on a capital project to build a replacement facility.

Needham Public Schools: The Finance Committee recommended fully funding the School Committee's budget as voted. The School Department has been making progress at expanding its programming to meet the needs of some students who might otherwise have to seek services outside the district. The budget recommendation included a significant reduction by the School Committee with the objective that the FY2018 funds could be set aside in the Town's Debt Service Stabilization Fund. The recurring amount would then be available for funding future operating costs such the costs associated with the planned implementation of the full-day kindergarten program. There was also an increase in the School Department's technology budget to continue funding the technology programs.

The Finance Committee's FY2018 recommended operating budget was structured to meet the current needs of the Town and Schools and to prepare for an upcoming expansion of services. Ultimately, the budget recommended by the Finance Committee for FY2018 was balanced and fiscally sound, reflecting recently improved efficiencies and services, while preparing to meet future needs.

Cash Capital Spending Recommendations for FY2018

The Finance Committee received the Town's Capital Improvement Plan for FY2018 – FY2022 released in early January 2017. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a previous year. $1,895,467 from free cash was allocated for FY2018 cash capital needs. The General Fund cash capital appropriation for FY2018 included a number of expenses including: traffic improvements, data servers and storage, energy efficiency upgrades, firefighting equipment, and the fleet vehicle replacement program.

FUTURE OPPORTUNITIES AND CHALLENGES

The Finance Committee will continue to closely monitor the debt service burdens being undertaken by the Town. It is critical to be mindful not only of the Town's financial condition but also of the tax burden placed on taxpayers by these new projects. The Town's ongoing major capital projects such as the Sunita Williams School, the Rosemary Pool Complex, and the new Police and Fire stations will require new borrowing. The new elementary school will be funded with excluded debt, meaning that the voters gave permission for the Town to collect additional

taxes beyond what can be collected for debt that is supported within the levy limit. It is expected that an additional debt exclusion vote will be needed to fund the Police and Fire stations. The debt exclusions, combined with increasing interest rates, can be expected to increase property taxes for residents. The Finance Committee will also examine the increases in operating costs that can be expected with new and expanded facilities.

In recent years, the Town has experienced period of higher-than-average revenue growth. New development at Needham Crossing as well as revenue from the production of solar energy have contributed to an increased tax base. The new growth that has increased the tax base is expected to cause increased demands on Town services, particularly on Public Safety, Public Works, and the Schools. The increased revenue stream has provided an opportunity to expand services and facilities if handled prudently. The Town created a new Debt Service Stabilization (DSS) Fund that has provided a way to redirect a portion of the new revenue stream into a fund, so that later it can be redirected back to the operating budget. The DSS fund is being used to prepare to fund anticipated increased staffing in the Police and Fire Departments as well as the additional operating costs of the new town-wide full-day kindergarten program.

CONCLUSION

The budget recommended by the Finance Committee for FY2018 was balanced and fiscally sound, reflecting improved efficiencies and services. Fiscal restraints and continued anticipated revenue growth should position the Town well to meet its future needs.

The Finance Committee remains committed to working with the Town Manager, School Superintendent, Board of Selectmen, School Committee, School Administration, Town Administration, Department Managers and other Town leaders in order to encourage careful long-term planning. This is particularly important now with the Town embarking on a number of significant capital projects. The Finance Committee believes that long-term planning efforts will help the Town to be ready for the challenges that lie ahead.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. The Committee meets on select Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to considering issues and developing a budget that is a fair and equitable to recommend to Town Meeting. The Committee believes that its independent and objective recommendations help keep Needham a thriving and dynamic community.

LEGAL DEPARTMENT

David S. Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when

requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2017 HIGHLIGHTS

During fiscal year 2017, commencing July 1, 2016 and ending June 30, 2017, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following:

- Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

- Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition of real estate.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

- The Legal Department engaged and worked with outside counsel to represent the town in the following matters:
    - Labor relations
    - Cable Television
    - Environmental matters
    - Affordable Housing
    - Solar Power
    - Real Estate Closings

FY2018 FORECAST

In fiscal year 2018, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael K. Fee, Moderator

Department Staff: None

Budget: Zero

Mission: The Town Moderator is a volunteer elected official who presides over Needham Town Meeting. Our Town Meeting is a representative town meeting, a "citizen legislature" comprised of "members," each of whom is elected from one of Needham's 10 precincts and several "at large" members who are elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on

all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham, financing that is used primarily for major capital projects such as new or renovated buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission.

FISCAL YEAR 2017 HIGHLIGHTS

- Our Town Meeting convened twice in FY2017: a Special Town Meeting held on October 5, 2016, and our Annual Town Meeting (which also included a Special Town Meeting) held in four sessions in May 2017. All meetings were held at James Hugh Powers Hall, the "Great Hall" in Needham Town Hall.

- The October 2016 Special Town Meeting addressed a 13-article warrant that included important matters such as the appropriation of over $57 million for the construction of a new Hillside School, revisions to Needham's zoning by-laws, and FY2017 budget amendments.

- During the Annual Town Meeting in May 2017, Town Meeting Members were presented with a Warrant containing 65 articles, including the authorization of a FY2018 operating budget of over $152 million and many other important actions. For the first time, Annual Town Meeting addressed various zoning by-law amendments in a single, dedicated session. The Meeting also approved various capital items such as the construction of a new Rosemary Pool complex and early design phase for new Public Safety buildings, and the engineering and design phase for the expansion of Needham High School

- The Warrant for the Special Town Meeting held within the Annual Town Meeting in May contained 11 articles, comprised of a Tax Increment Financing agreement related to certain development in the Needham Crossing area budget adjustments for the current fiscal year.

- In Fiscal Year 2017, the Town of Needham website continued to be a vital resource for Town Meeting Members. Through the website, Members may access copies of our Warrant, the Town Clerk's Minutes and informational materials on specific articles that come before Town Meeting.

- One week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Center at the Heights. The League helped arrange. Publicize and conduct these meetings, which were preceded by an orientation session I ran for newly elected Town Meeting Members.

- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors.

- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY2017. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, as well as dues to the Massachusetts Moderators Association and travel to meetings.

- I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, Future School Needs Committee and the Youth Commission, as well as appointing our representative to the Minuteman School Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2017. Any citizen who wishes to be considered for a position appointed by the Moderator should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board
Evelyn Poness, Chair
Sandra Cincotta
John Krawiecki
Robert Mearls
Thomas Welch

Staff
Juanita Hearns, Administrator
Katina DaRosa, Retirement Specialist

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of $167 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

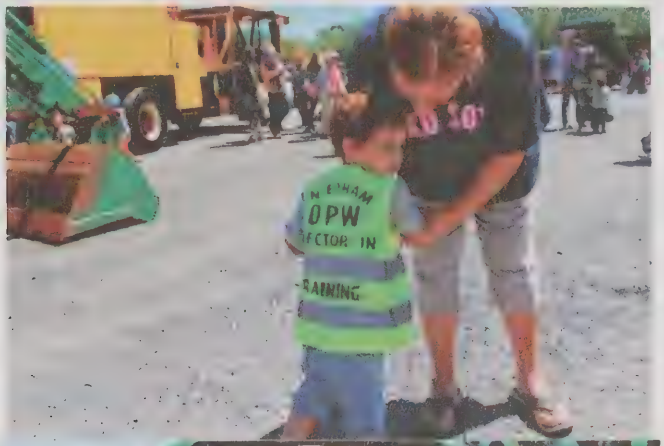
The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of 9.67 % since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in

Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Board has accepted a new actuarial study as of January 1, 2017. Needham's pension obligation will be 100% funded by the year 2030.



PLANNING AND COMMUNITY DEVELOPMENT

CONSERVATION COMMISSION

Janet Bernardo, Chair
Sue Barber
Artie Crocker
Stephen Farr
Peter Oehlkers, Vice Chair
Cory Rhoades
Alison Richardson

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation;
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases;
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2017 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. During FY2017, the Conservation Commission met formally a total of twenty-one (22) times and held a total of forty eight (48) public hearings (refer to Table 1).

Table 1: FY 2017 Conservation Commission Application Filings & Requests

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent[1]	28
Request to Amend Order of Conditions[1]	3
Request for Determination of Applicability[1]	17
Abbreviated Notice of Resource Area Delineation[1]	0
Extension Permit[1]	2
Emergency Certification	1
Certificate of Compliance	30
Minor Modification Request	9
Enforcement Order	5

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Violation*	5
Trail Maintenance Notification Form	2
DPW Generic Permit Activity Notification Form	2
Exemption Letter	13
Conservation Restriction	0
Notice of Non-significance	0

[1]Filing involved a public hearing

*Notice of Violation result in the issuance of fines

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty-one (41) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2017, five (5) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

In FY2017, the Conservation Division implemented an initiative to promote compliance with existing permits issued by the Conservation Commission. Staff issues standardized post cards to permit holders alerting them of various permit requirements or permit expiration dates. The goal of this program is to encourage voluntary compliance and project close-out that saves permit holders time and money, while reducing the need for enforcement actions by the Conservation Commission.

The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands. Design and permitting of the Needham Accessible Reservoir Trail (NART) was completed, with construction beginning in the summer of 2017. This fully-compliant ADA trail will become a unique asset to the town, providing resources to an underserved segment of the population.

Construction of the Needham Accessible Reservoir Trail in the summer of 2017.

The Division continued its implementation of the Ecological Management Plan for Ridge Hill Reservation. A volunteer group from Needham's TripAdvisor worked to clear woody vegetation from the grassland meadows in the summer of 2017. The Division also offered a summer conservation internship in 2017, which was filled by Ashley Landrein. Miss Landrein worked to assist the Division on a variety of projects, including developing conservation-related posters for Ridge Hill Reservation's grassland meadows and the installation of additional nest boxes on the property.

In cooperation with Park & Recreation, the Conservation Division worked toward completing an update of the Town of Needham Open Space and Recreation Plan (OSRP). Working with a consultant funded through Community Preservation Act dollars, this effort involved significant public outreach and a detailed review of the 2007 OSRP. The updated plan will guide open space decisions of Needham for the next five years and beyond.

The Conservation Division provided a number of educational outreach opportunities in FY2017, including hosting a well-attended presentation of the life history and behavior of coyotes in urban and suburban environments. Division staff also collaborated with the Parks & Forestry Division and the Water & Sewer Division by participating in a panel discussion on *Preserving Natural Resources in Needham*, hosted by the League of Women Voters.

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Matthew Talcoff (Chair), Glen Cammarano, Maurice Handel, Thomas Jacob, Virginia Fleisher, Martin Jacobs, Robert Hentschel, Michael Wilcox, Jack Cogswell, Ted Owens, Bill Day, Stuart Agler, Peter Atallah, Rick Putprush, and Russ MacTough, Devra Bailin, the Economic Development Director, serves as staff to the CEA.

MISSION

The CEA was established by the Needham Board of Selectmen ("BOS") to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2017 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to Needham Crossing as to use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer has been completed. This year, the CEA worked to support the TIF to NBCUniversal, whose regional headquarters could serve as an impetus for expansion of a media cluster in Needham Crossing; the TIF was approved by Town Meeting in May.

The CEA continues its efforts in branding Needham Crossing and has been working cooperatively with Newton on the N^2 Innovation District. Public and private contributions have provided the funding necessary to begin implementation of the recommendations in the Camoin study through the Newton Needham Regional Chamber. Needham stands to greatly benefit from the joint marketing initiated with the implementation. Media recognition of Needham Crossing within the N^2 Innovation District is growing. The CEA continues to explore options for gateway and highway signage to enhance name recognition.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department, Board of Selectmen and the Planning Board to implement additional changes to create a less cumbersome permitting process. Work in underway to implement changes in addition to those already adopted by Town Meeting.

The CEA also established as a priority the support of independent locally-owned businesses in Needham, especially in relation to the vibrancy of the downtown. Through the Newton Needham Regional Chamber's Needham Economic Development Committee, CollectiveNext, a company owned by Needham residents, has begun an initiative to Reimagine Needham Center. By bringing together community representatives in highly interactive collaborative brainstorming sessions, the Committee intends to create a vision and plan for ensuring the immediate and future cultural and economic vitality of Needham Center. The CEA is participatory in these efforts.

The CEA through its Industrial Zoning District Subcommittee held public meetings beginning in 2014 and discussed zoning changes to up-zone certain areas along Route 128, which are critical areas of economic development now constrained by restrictive zoning. Draft zoning was discussed but until the CEA received funding from Town Meeting in May 2015 to formalize build-out, traffic and elevation impacts to the areas in question, efforts could not move forward. The CEA, after meeting with residents, businesses, owners and Town officials in June of 2017, formalized its recommendations for three Highway Commercial districts along Route 128 and those recommendations will be forwarded to the BOS and Planning Board for consideration.

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Regional Chamber, N^2 Innovation District committees, 128 Business Council, and others to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economically desirable area to develop. The fiscal rewards of the CEA's efforts are evident in the increased revenues realized from the growth in our commercial areas.

PLANNING BOARD

Ted Owens, Chairman
Paul S. Alpert, Vice-Chairman
Elizabeth J. Grimes
Martin Jacobs
Jeanne S. McKnight

Lee Newman, Director of Planning and Community Development
Alexandra Clee, Assistant Planner
Karen Sunnarborg, Community Housing Specialist
Devra Bailin, Director of Economic Development

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Review and Approval/Disapproval of:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

Review and Advisory Reports on:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, Public Hearing and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

FY2017 ACCOMPLISHMENTS AND ACTIVITIES

Organization/Staffing

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new "Community Development" budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham's constituents. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town's Community Housing Plan.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY 2017 processed 13 new applications as "Major Projects" under the Site Plan Review By-law. In addition, the Board reviewed and approved 3 subdivision plans and 3 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 20 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals where warranted.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in

Fiscal Year 2017. During the affected time line 13 new Special Permit applications and 3 Subdivision applications were processed. Public hearings were held on average within 31 days of application receipt, decisions were issued within 6 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Total average time required to process an application was 57 days with a minimum of 32 days and a maximum of 86 days.

Needham Crossing Business Center Planning

The Planning and Economic Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Plan review and permitting for Center 128 was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences. The Center 128 West Development, approved by the Planning Board in April of 2013, includes 740,000 square feet of office space, a 128-room hotel, and two parking structures. The hotel was completed and opened in 2014. The 288,346 square-foot office building located at the corner of 1st Avenue and B Street was completed and occupied by its tenant, Trip Advisor, in July of 2015. The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East project currently underway or recently completed also include: the construction of 390 residential housing units and associated structured parking at 2nd Avenue, the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, and the renovation and occupancy of the building located at 77A Street to accommodate the new SharpNinja headquarters. Anticipated for the spring of 2018 is the renovation of the building located at 189 B Street to accommodate the new NBC Universal headquarters. In summary, Center 128 at completion will include four new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, 19,000 square feet of retail space and 390 residential housing units. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements is expected to be completed by June of 2020 and will represent a major step forward in the implementation of the vision developed for the district.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a priority. Having successfully applied for grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Economic Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N^2 corridor. Lastly, the Division has worked with the City of Newton on the new N^2 initiative project. The N^2 group obtained funding from the Federal Economic Development Commission to match public and private gifts for a total of $100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific

recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised $325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N^2 Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. An article was approved at the May 2017 Annual Town Meeting to appropriate $20,000 as the Town's matching grant contribution for this effort.

Needham Center Planning

The Planning and Economic Development Division further continued with the implementation of the Needham Center Planning effort providing staff support to the Downtown Streetscape Working Group charged with the development of streetscape concepts for the Needham Center area. The one year effort led to the development of a Streetscape Master Plan that will serve as a comprehensive guide for future streetscape improvements in the Needham Center area. Currently the Planning and Economic Development Division is involved in the implementation of the first phase of the plans which recommended street improvements at Great Plain Avenue between Dedham Avenue and Chapel Street. Additionally an upgrade to the Town Common is planned for the summer of 2018.

OTHER PLANNING STUDIES

Planning Studies currently underway and recently completed are as follows:

Large House Zoning Study:

Data indicates the demolition of older, smaller and less expensive homes has become the principal source of lots for the construction of new single family houses leading to concerns with overall building mass, neighborhood context and economic diversity. Accordingly, in Fiscal Year 2014, the Planning Board appointed the Large House Review Study Committee, consisting of business people, residents, and various civic groups to study residents' concerns regarding the tearing down of smaller and less expensive houses and their replacement by much larger single-family houses. Public workshops on the topic were held by the Committee in the spring of 2016 to solicit public input. The Committee issued its final report on November 18, 2016 and presented its recommendations to the Planning Board and Board of Selectmen on January 10, 2017. Eight zoning articles implementing task force recommendations were prepared by the Planning Board and included in the May 2017 Annual Town Meeting warrant. The articles are detailed below under the heading "Rezoning Initiatives". All articles were adopted by Town Meeting as proposed by the Planning Board and the Large House Zoning initiative was successfully closed out.

Land Use and Zoning Study for the Industrial-1 and Industrial Districts:

Funding for a Planning Study of the Industrial Districts along 128 was approved by Town Meeting in May 2015. The Director of Economic Development working with the Industrial sub-committee from the Council of Economic Advisors, residents, businesses and elected officials understands that the goal of this effort is to bring together a zoning proposal to incent development in three industrial zones abutting 128. The districts have been reviewed in terms of their use profile and dimensional requirements with associated changes to the noted parameters to incent redevelopment detailed. A consultant was engaged to respond to

neighborhood concerns expressed during the Subcommittee's initial outreach. A build-out analysis, traffic impact study and elevation drawings have now been completed. Zoning implementing the vision has been prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors was expected to issue a final report with its recommendations to the Board of Selectmen in the fall of 2017. If recommended by the Board of Selectmen the Planning Board will review the study recommendations and zoning initiative for implementation at a subsequent Town Meeting.

Rezoning Initiatives

In Fiscal Year 2017 the Planning Board's efforts led to the adoption of nine major zoning initiatives as follows:

Dimensional Regulations for Residential District (Technical Formatting Amendment)

This article was a technical formatting amendment to Section 4.2 of the Needham Zoning By-law which presents the dimensional regulations for the Rural-Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. The article made the Zoning By-Law easier to understand and facilitated amendments that were offered in the seven articles detailed immediately below.

Side Yard Setback Requirement in the Single Residence B and General Residence Districts for Nonconforming Lots

This article established a new side yard setback requirement for "new construction" on a lot that was created prior to January 9, 1986 and is nonconforming as to area and frontage in the Single Residence B and General Residence Districts. The minimum setback standard of 12.5 feet under this article applies to such nonconforming lots and replaces the minimum side setback of 10 feet that was previously adopted by Town Meeting in 1999 for "new construction" on such nonconforming lots, and this article thereby applied the same side yard setback rules to nonconforming lots as previously applied only to conforming lots that were created prior to January 9, 1986.

Height Requirement in Residential Districts

This article revised the current definition of the term "height" as it is applied to buildings and structures located within the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts. Previously, building height was measured from average finished grade at the face of the house wall to the highest point of the structure or roof of the building. The height limit under this measurement method for residential uses in the noted districts is 35 feet.

Under the amendment, height is now to be measured using one of two alternative methods, with the method to be determined at the discretion of the applicant. Under the first option height is measured from average original grade or average new grade, whichever is lower, to the highest point of a structure or roof of a building. The height limit under this method is 35 feet. Under the second option height is measured from a single point in the street centerline

as the average of the highest 1/3 of the property's street frontage. The height limit is 32 feet when using this alternative.

To further control building height and massing, the article further offered two additional controls for the Single Residence B and General Residence Districts. A maximum building height above grade at any point around the building of 41 feet was established. Additionally, a prohibition on the placement of dormers in the one-half story is required if all or a portion of the basement wall along the elevation in which the dormers are to be placed is exposed.

Floor Area Ratio Requirement in the Single Residence B District

This article was intended to preserve the relative scale, character and value of Needham's existing neighborhoods by regulating the gross floor area of structures relative to the size of the lot through the introduction of a Floor Area Ratio (FAR) requirement in the Single Residence B District. Floor Area Ratio is a way of calculating the allowed square footage of all buildings on a lot as a ratio of the existing lot area.

The article provided for a maximum floor area ratio in the Single Residence B District as follows: for lots less than 12,000 square feet, the maximum FAR may not exceed .38 and for lots containing 12,000 square feet or more, the maximum FAR may not exceed .36. Under previous regulations, the effective FAR is .44.

Definitions and Side Yard Setback in the Single Residence B and General Residence Districts

This article established a new set of definitions for the terms "front yard setback", "side yard setback", and "rear yard setback" and "lot coverage" in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, revised the way in which setback is to be measured and detailed the various architectural elements that would be permitted to be built within a required front, rear or side yard.

Additionally, the article established a new side yard setback requirement in the Single Residence B and General Residence Districts for both conforming lots and lots that have less than 80 feet of frontage. For the conforming lot a side yard setback of 14 feet is established in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 14-foot setback line. Any additional length must be set back an additional two feet. As relates the nonconforming lot (for frontage only) a side yard setback of 12 feet is established in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 12 foot setback line. Any additional length must be set back an additional two feet.

Finally, the article established an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for a side yard setback as a result of the passage of this article. Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet and structures built upon a

lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet. In all of the above-noted cases, the structure may not be sited closer to the side lot line than the farthest extent of the existing structure.

Garage Setback in the Single Residence B and General Residence Districts

This article established a new front yard setback requirement for an attached garage in the Single Residence B and General Residence Districts. Previously the front yard setback for a building or structure located in the noted districts was 20 feet. The article increased the required front yard setback for an attached garage from 20 feet to 25 feet. For corner lots the increased front yard setback is required along both frontage streets.

Additionally, the article established an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming as to front yard setback of an attached garage as a result of the passage of this article. Under the article, additions to existing single family or two-family structures that are non-conforming as to front yard setback of an attached garage and upon which a building permit for the existing structure was issued prior to June 1, 2017, would be permitted to be extended to a front yard garage setback of 20 feet as-of-right, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure.

Lot Coverage Requirement in the Single Residence B and General Residence Districts

This article established a sliding scale lot coverage requirement for alterations and additions to existing residential buildings and structures located on all lots in the Single Residence B and General Residence Districts. Lot Area Coverage in the Single Residence B District would then range to between 25% and 30% and in the General Residence District to between 30% and 35%.

Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts

This article established a special permit process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for either a front yard setback to a garage or a side yard setback as a result of the passage of Articles 5 and 6 and where demolition exceeds more than 50% of the existing structure exclusive of a single story attached garage. Articles 5 and 6 allow additions by right to original setback limits if demolition does not exceed 50%.

Under this article existing single or two-family structures that are non-conforming as to front yard setback of an attached garage may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals. For those structures which are non-conforming relative to a side yard setback, a tiered special permit approach is provided as follows: (1) Structures built upon a

lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet by special permit; and (2) Structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet by special permit. In all of the above-noted cases, the special permit from the Board of Appeals may not be issued unless the Board finds the structure is sited no closer to the lot line than the farthest extent of the existing structure.

Temporary Moratorium on Recreational Marijuana Establishments and Marijuana Retailers

This article established a temporary moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers until December 31, 2018. It is anticipated that the Town will repeal the temporary moratorium either during or before the Special Town Meeting in the fall of 2018 and will replace it with an applicable Zoning By-Law.

FUTURE CHALLENGES

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the Department continues to work with major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

✦ ZONING BOARD OF APPEALS ✦

Jon D. Schneider, Chairman
Jonathan D. Tamkin, Vice Chairman
Howard S. Goldman, Member
Peter Friedenberg, Associate Member
Kathy Lind Berardi, Associate Member

Staff:
Sheila Page, Administrative Specialist
Daphne M. Collins, Administrative Specialist

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board

are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2017 STATISTICS

The Board of Appeals met eleven (11) times in FY2017. During those meetings the Board conducted thirty-one (31) hearings and listened to four (4) informal matters. The Board of Appeals received twenty (20) applications relating to Special Permits and one (1) application for Appeal of the Building Inspector's Decision. Two (2) of these applications were withdrawn without prejudice and two (2) were denied. The Board issued eighteen (18) Decisions in FY2017 allowing or denying applications; and one (1) case was continued into FY2018. The informal matters consisted of permit renewals, document reviews, and plan substitutions or corrections.

In FY2017, the Board of Appeals collected $8,465 in application fees.

Time Capsule Town Hall 1902

PUBLIC SAFETY

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Henry L. Fontaine, Asst. Building Commissioner
Jim Grover, Local Building Inspector
Erik J. Tardif, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
John J. Mc Gourty, Wiring Inspector
Christina D. Hooper, Administrative Specialist

Adrianne A. Banks, Department Assistant
Manuel J. Rodriguez, Department Assistant

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use, and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

For public safety, The Massachusetts State Building Code also requires this department to inspect public buildings and place of assembly. This includes all:

- places of worship
- day care sites
- state group homes
- nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- public schools
- private schools
- school dormitory buildings
- apartment buildings
- hotels
- restaurants

All require inspections throughout the year to ensure that these structures comply with the building code for public safety, ingress and egress.

FY2017 HIGHLIGHTS

- **4,922** permits issued
- **$4,157,536.00** collected in fees
- **10,744** inspections performed, plus emergency calls from Police and Fire.
- **$340,101,568.00** spent by Needham property owners to construct or remodel
- **2,959,353** square feet of construction to buildings and structures

- **Major Projects**:
  St. Sebastian School addition: 52,240 square feet.
  275 Second Ave. Apartment Building: 475,000 square feet
  200 First Ave. Hotel: 106,875 square feet
  700 Greendale Ave. 136 Residential units: 282,293 square feet
  400 First Ave. Parking Garage: 711,640 square feet
  New Subdivisions: Rockwood Lane; Belle Lane; Sunrise Terrace

Activity Compared With Recent Years: Number of Permits / Fees Collected

	FY2014	FY2015	FY2016	FY2017
New Single Family Dwellings	97	85	104	92
New Two Family Dwellings	13	9	6	10
New Multi-Family	4	0	0	12
New Non-residential Buildings	4	2	3	2
Demolitions-Residential	101	84	96	93
Demolitions-non residential	4	1	2	3

FIRE DEPARTMENT

Francis X. Condon, Fire Chief

PURPOSE

The mission of the Fire Department is to provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education.

FY2017 Highlights

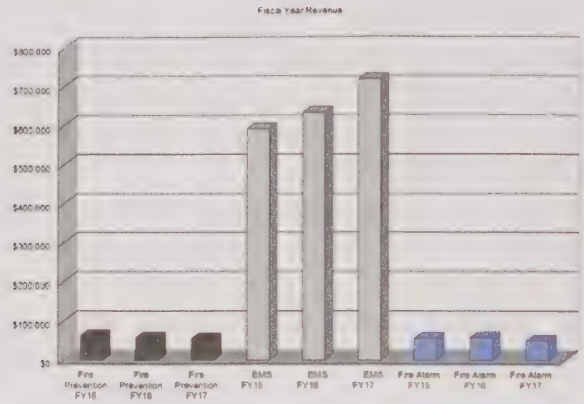
- In July 2016, Deputy Fire Chief James A. Benedict retired after serving 39+ years with the Needham Fire Department.
- In August 2016, Firefighter Richard T. Foley, Jr. retired. He served on the department for 39+ years.
- Fire Captain John Krawiecki was promoted to Deputy Fire Chief in November 2016.
- In December 2016 Lieutenant Matthew Bagnell was promoted to Fire Captain.
- Christopher Fawcett, Noah Farr, Graham Flaherty and Thomas Andrews joined the department as Firefighters in December 2016.
- Also in December, the department saw the creation of an EMS Administrator position. The position was designed to help coordinate personnel, hospital,

software and billing for our EMT and Paramedic program. Firefighter/Paramedic Edward Sullivan was selected to this position.

- Firefighter Matthew Fandrey was promoted to Fire Lieutenant in February 2017.
- Rebecca Ping was hired in June 2017 as the first Emergency Management Coordinator. Her role will be to facilitate the Local Emergency Planning committee and she will be our liaison to MEMA and FEMA to ensure that we are in compliance with emergency management regulations. In addition, she will work with Town employees, as well as residents in providing emergency safety information.
- The department applied for, and received, a $10,000 grant from the Massachusetts Working on Wellness as seed funding for our Needham Fire Wellness Initiative. Some of the funding was used to purchase fitness equipment, while the remainder was used for training to help our firefighter maintain and improve their health.
- As part of the Wellness initiative, the department brought in a nutritionist to work with all groups on an on-going basis. Dana Harrison has been periodically meeting with each group to discuss nutritional values in foods and to provide healthy recipes for the firefighters.
- In May 2017, we presented a Wellness seminar for our own department, as well as surrounding departments. Nationally renowned speaker, Dan Kerrigan, the co-author of Firefighter Functional Fitness, presented a daylong seminar with group participation on health and fitness.
- In FY16 we had received a State grant in the amount of $106,000 and a Federal grant in the amount of $52,000 to purchase automatic power stretchers and loading systems for our ambulances. The Power Load system was purchased and installed in FY17. These stretchers have helped to reduce EMT/Paramedic strains and injuries, as well as they are providing better protection for the patient during transports.
- Once again, the department received a Student Awareness of Fire Education (SAFE) grant in the amount of $4,540 and a Senior SAFE grant in the amount of $2,796. The SAFE grant provides us the opportunity to go into the classroom and provide lifesaving fire safety education, while the Senior SAFE grant gives us the opportunity to conduct home safety visits to the seniors of our community. We check smoke detectors, carbon monoxide detectors and other safety features. In addition, we install new detectors and provide flashlights and nightlights at no cost to the resident.
- In June 2017, the Massachusetts Firefighting Academy presented "Transitional Fire Attack" training to all four work groups. The program introduced new scientific findings about modern fire behavior and tactical concerns. Modern fuels, the physics of combustion and the flow path of air were discussed.
- The department conducted several in-house training programs including ice rescue sled training and auto extrication training. Also, a building tour of the new Avery Wing at North Hill was conducted in October.
- The department continued to present M & M Rounds for EMT's and Paramedics. These "rounds" review department responses to medical incidents for proper protocols and quality assurance. Other in-house medical services training included EMT/Paramedic Refresher training, CPR, 12 Lead Competencies, a review of

statewide protocol updates; the dangers of fentanyl; hypothermia; burns presented by Brigham and Women's Burn Unit; the importance and role of service dogs; and, training on the new Lucas (automatic CPR device) prior to it being put into service.

- In October, the department received training on MOLST: MOLST stands for Massachusetts Medical Orders for Life-Sustaining Treatment. It is a medical order form that states instructions to be shared between health professionals about a patient's care. MOLST is based on a patient's right to accept or refuse medical treatment, including treatments that might prolong life. The patient must sign the MOLST form. It is not to be confused with a health care proxy which is a directive to name someone who can make medical decisions on the patient's behalf in the event of a future unexpected illness or accident.
- The department received another Mass-Decontamination Unit Training grant in the amount of $4,000. In May, each group received a power point presentation and then had hands-on training with setting up and breaking down the unit and associated equipment.



POLICE DEPARTMENT

John J. Schlittler, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility. The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

Police Department Employees

During the year the full time staff included a total of fifty-three employees. They included:

- 47 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained seventeen traffic crossing supervisors to staff school traffic crossings.

Personnel Changes FY2017

- Records clerk Kathy Ryan retired after 22 years of service
- Sergeant Belinda Carroll was promoted to Lieutenant
- Officer John McGrath was promoted to Sergeant
- Crossing Guard Barbara Gouthro retired after 24 years of service
- Dispatcher Daniel Sohn left to become police officer for Amherst Police
- Anthony Gika, Walter Herrick, Sandra Ann Ferre and Glen Taggart were hired as crossing guards
- Animal Control Officer Danielle Landry left to become part-time ACO in Dover
- David Parsons was hired as Animal Control Officer
- Officer Renzo Monzon transferred to the Boston Police Department

Department Assignments FY2017

- 274 child safety seats were installed by Officers Treggiari and DeSimone
- Officer Karl Harmon served as Community Service Officer
- Officer R. Vincent Springer served as School Resource Officer
- Officer Ryan O'Leary served as School Resource Officer
- Officer Frank DeSimone was assigned as a Traffic Enforcement Officer

The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Officers Peck, Timmerman, MacDonald, Doukas, and Kelleher received MA Executive Office of Public Safety and Security Life Saving Awards.

Technology & Projects FY2017

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department. The Department implemented Digital Headquarters which is software that allows officers to view and post various events, messages and information regarding incidents that have occurred. The Department's goal is to improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.

- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety. The Department also conducted simulated active shooter training as part of their training.
- The Department received funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous years 911 call center volume. During FY2017 the Department was allocated $59,894.
- The Department also received federal grant funding through the Massachusetts Highway Safety Department to conduct high-visibility traffic enforcement. The enforcement mobilizations targeted drunk driving, aggressive drivers and seat belt use. In FY2017, the Department received $12,500 through the grant.
- The Department continued its involvement in the Community Crisis Intervention Team. The team is a community partnership with multiple agencies including the Board of Health and Fire Department. The primary objective is to promote communication and enhance the response of public and private agencies when summoned to intervene with individuals who are mentally ill, developmentally disabled or experiencing trauma in their lives. Sergeant McGrath, Officers Turco, Doukas, O'Leary, McCullough, and Anderson received specialized training as team members.
- The Needham Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program was offered free of cost and was held at both the Pollard Middle School and the Needham Police Department. Students participated in demonstrations by K9 Dogs, METROLEC SWAT, Needham Police Honor Guard, and Needham Police Patrol Officers and Detectives. Students also learned how to operate radar, handcuff suspects, and use police radios. The week also included a tour of the Dedham House of Corrections where students listened to a presentation from inmates. At the end of the week, students and their families gathered at the Needham Police Department for a graduation ceremony and each student was presented with a graduation certificate by Chief Schlittler.

FY2017 Activity compared with recent years

Category	FY2015	FY2016	FY2017
Calls for Service	33610	31462	42217
Incident Reports	1840	1887	1514
Larceny	148	185	186
Vandalism	41	57	56
Breaking and Entering	38	23	9
Assaults	35	48	44
Drug Violations	11	26	31

Category	FY2015	FY2016	FY2017
Operating under the Influence	31	15	25
Adult Arrests and Complaints	299	293	281
Juvenile Arrests & Complaints	26	38	20
Traffic Violations	2939	3519	5529
Accidents Reported	415	461	456

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships.

Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases decreased significantly from the previous fiscal year.
- Reported assaults decreased this year from 48 to 44.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints also decreased.
- In FY 2017 the Department received $14,725 in false alarm fees.
- In an effort to keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 952 pounds of unwanted medication in FY 2017.

EDUCATION

MINUTEMAN HIGH SCHOOL

Dr. Edward A. Bouquillon, Superintendent-Director

Minuteman Breaks Ground for New School

On June 14, 2017, state and local officials joined the Minuteman School Committee, School Building Committee and hundreds of Minuteman faculty, staff, and students for a ceremonial groundbreaking for the construction of the new high school. The new school is expected to be completed by start of school in the fall of 2019.

"An investment in education pays the best interest," Jack McCarthy, Executive Director of the Massachusetts School Building Authority (MSBA), told the gathering. The MSBA is investing more than $44 million in the project.

Speaking on behalf of the area's legislative delegation, Rep. Jay Kaufman (D-Lexington) applauded the project and noted Minuteman's importance to students and to the region's economy. He also remembered the late Sen. Kenneth Donnelly (D-Arlington) as a big supporter of vocational-technical education and Minuteman High School.

Nothing about the Minuteman project has been easy. To secure project approval, the District needed to revise its governance structure and membership, scale back student enrollment, and change state regulations so non-members contribute to capital costs. The District was also forced to hold a district-wide election to secure final approval for bonding.

"This project nearly failed several times," said School Committee chair Jeffrey Stulin of Needham. Speaking directly to Minuteman students, Mr. Stulin urged them to take on important projects, be persistent, put their passion into it, and have the courage to accept that they might fail.

In his remarks, Superintendent Dr. Edward Bouquillon urged state officials not to tinker with the existing model for career vocational-technical education. "Now is not the time to shave off the best aspects of CVTE and try to graft it onto a traditional high school schedule," he said. "All that will do is weaken our system in Massachusetts."

Guests included a host of town managers and selectmen, educational leaders, officials from the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Association of School Superintendents (MASS), and members of Minuteman's program advisory committees.

Minuteman Sells Bonds for New School

In September, the Minuteman School Committee approved the sale of $36 million in general obligation bonds for the construction of a new high school. The vote to issue the bonds was 10-0.

Eight financial institutions competed to purchase the bonds. The low bid was submitted by Bank of America Merrill Lynch with a true interest cost of just over 3.09%. The high bid was just over 3.43%.

The District offered the bids after receiving a credit rating of "AA" from S&P Global Ratings.

Minuteman Secures Second Major State Grant for Advanced Manufacturing
In March of 2017, Minuteman secured a second major competitive grant to launch its new Advanced Manufacturing & Metal Fabrication program. The new program will train high school students and adults for high-wage, high-demand jobs in the field of advanced manufacturing. The $495,000 grant was announced by Governor Charles Baker during ceremonies at Greater Lowell Technical High School. The previous year, Minuteman received a $500,000 grant.

Workforce Board Supports Minuteman Girls in STEM Program
Minuteman High School and Partnerships for a Skilled Workforce, Inc. joined forces to expand opportunities for young high school women seeking careers in science, technology, engineering and math (STEM). With the help of a $14,500 state grant, Partnerships for a Skilled Workforce assisted in funding a series of activities for Minuteman's award-winning Girls in STEM program.

District Adopts Smaller Budget
For the second year in a row, the Minuteman School Committee adopted a budget that is ***smaller*** than the previous one. On January 31, the School Committee voted to adopt a budget of $19,449,466. That's $278,631 – or 1.41% -- smaller than the FY 2017 budget.

Minuteman Students Earn Gold Medals at National Competition
Six students from Minuteman earned medals at a national competition. The SkillsUSA National Leadership and Skills Conference was held June 19-23, 2017, in Louisville, Kentucky. SkillsUSA is a national organization that allows students in career and technical education to compete in a host of rigorous technical and leadership competitions.

The medalists were Sean Datar of Acton, who earned a gold medal in Related Technical Math, Erin Noel of Medford, who earned a gold medal in Employment Application Process, and Collin Kelly of Sudbury and Brian Courtney, Jr. of West Roxbury, who earned gold medals in the Community Action Project. Adam Powell and Ethan Francis-Wright, both of Arlington, earned bronze in Web Design.

State Commends Minuteman for MCAS Performance
In October of 2017, the Massachusetts Department of Elementary and Secondary Education (DESE) commended Minuteman High School for its 2017 MCAS scores.

The school was one of only seven schools in the Commonwealth to be singled out for high achievement, making strong progress, or narrowing proficiency gaps.

Minuteman enjoys a Level 1 Accountability Rating for its students' MCAS performance. Each year, DESE rates all schools and school districts in Massachusetts from Level 1 to Level 5, with Level 1 being the best.

Minuteman Recognizes Outstanding Students
Two seniors earned recognition for exemplary character, leadership and scholastic excellence.

Davis Kahmann of Arlington, an engineering major, was selected as the school's Outstanding Vocational-Technical Student of 2017. Along with other distinguished student honorees from vocational-technical high schools and programs across the Commonwealth, he was honored at an awards ceremony at Mechanics Hall in Worcester on April 13.

Sean Datar of Acton was Minuteman's 2017 nominee for the Walter J. Markham Award. This honor is sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association. Walter Markham was a pioneer in vocational-technical education in Massachusetts.

Minuteman Students Win Logo Design Contests
Melanie Hennessey was the winner of a logo design contest sponsored by the Battlegreen Run Foundation. Battlegreen Run is a non-profit foundation that organizes an annual road race in Lexington to fund worthy local charities. Ms. Hennessey, majoring in Design & Visual Communications at Minuteman, is a graduate of the Dover-Sherborn Middle School.

John "Jack" Ross, a Minuteman student from Arlington, was the winner of a logo design contest sponsored by the Minuteman Futures Foundation, Inc. The Minuteman Futures Foundation is a private, non-profit organization that raises funds to support students and programs at Minuteman High School. Christopher Bateman, managing partner of the Lexx Restaurant in Lexington, serves as the Foundation's president.

Minuteman Students Get Laptops
Freshmen at Minuteman High School are now armed with digital learning devices because of a new initiative called "mPower—Empower Our Revolution." In early March of 2017, all ninth-graders received a laptop as part of Minuteman's one-to-one program. Under the program, each student is given an electronic device, in this case, an HP Probook x360. Students are able to use the devices in school and take them home at night.

Minuteman Featured in Nationally-Broadcast TV Documentary
Minuteman High School was one of three vocational technical high schools in Massachusetts featured on "Job Centered Learning," a PBS television documentary about career and technical education. The documentary by award-winning filmmaker Bob Gliner first aired in October of 2017.

Minuteman School Committee Elects New Officers
As of July 2017, the Minuteman District includes ten member towns: Acton, Arlington, Belmont, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. The newly-reconstituted District elected a new School Committee leadership team at the first meeting of the new ten-member Committee.

Members elected David Horton of Lexington as its new chair, Sue Sheffler of Arlington as its new vice-chair, and Pam Nourse of Acton as its new secretary.

Mr. Horton succeeds Jeffrey Stulin of Needham, who successfully led the School Committee from the start of planning for a new school to its groundbreaking. Mr. Horton, who formerly served as the committee's secretary, is a retired school administrator.

In addition to the three officers and Mr. Stulin, members of the School Committee include Jim Gammill of Belmont, David O'Connor of Bolton, Carolyn "Carrie" Flood of Concord, Ford Spalding of Dover, Jennifer Leone of Lancaster, and Alice DeLuca of Stow.

Comprised of volunteers appointed by each of the member communities, the School Committee approves the district budget, hires the superintendent, and sets policy for the district.

School Committee Member Receives State Award

Ford Spalding of Dover, a Minuteman School Committee member who helped lead the fight for construction of the new Minuteman High School, received a prestigious award from the Massachusetts Association of School Committees (MASC). MASC selected Mr. Spalding to receive the MASC's Division VIII All-State School Committee 2017 award. Division VIII includes more than 80 school districts in Massachusetts with state-approved (Chapter 74) vocational technical education programs.

"We're very happy that Ford is being recognized for his hard work and we're grateful for everything he's done to support vocational technical education and the students at Minuteman High School," said Dr. Edward Bouquillon, the school's Superintendent. "In both good times and bad, he's been there, fighting alongside us. He and I always agree on one thing: the kids come first."

The award was presented to Mr. Spalding at the MASC Leadership Awards Dinner in Hyannis on November 3.

Mr. Spalding serves as a member of the Minuteman School Committee representing the Town of Dover He also serves as chair of the Minuteman School Building Committee, the group overseeing construction of the new $144.9 million Minuteman High School. Previously, he chaired the Campaign for Minuteman's Future, a group of volunteers that helped win a district-wide referendum for construction of the new school.

NEEDHAM PUBLIC SCHOOLS

Needham School Committee
Heidi C. Black, Chair
Aaron Pressman, Vice-Chair
Connie S. Barr
Michael J. Greis
Andrea Longo Carter
Susan B. Neckes
Matthew Spengler

Central Administration
Daniel E. Gutekanst, Superintendent of Schools
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Student Learning
Anne Gulati, Director of Financial Operations
Mary Lammi, Director of Student Support Services

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for any one community to provide by itself.

During the 2016-2017 school year Needham enrolled 5588 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 83 out of district students. The enrollment breaks down as follows:

Preschool	80
Elementary	2552
Middle School	1297
High School	1659
Out of District Special Education Placements	83

Principals

Emily Gaberman
Broadmeadow School

Michael Kascak
Hillside School

Jessica Peterson
Newman School

Tamatha Bibbo
Pollard Middle School (grades 7-8)

Roderick MacNeal, Jr.
John Eliot School

Gregory Bayse
William Mitchell School

Jessica Downey
High Rock School (grade 6)

Aaron Sicotte
Needham High School

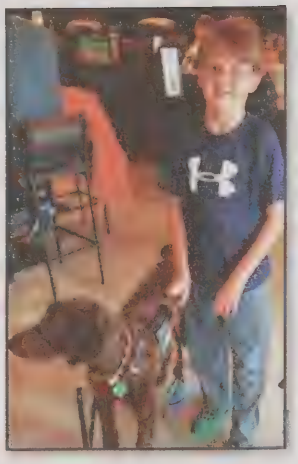
Needham Public Schools District Mission, Values, and Goals

The School Committee reviews the goals and the progress toward the goals yearly. The Needham Public Schools support educational innovation, promote 21st century skills, and empower our young people and the adults who serve them. The current district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us

The core values of the Needham Public Schools are *Scholarship, Community, Citizenship*, and *Personal Growth.*

System-wide Goals

Goal One: Advance learning for all students – To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be



engaged in challenging, creative, and rigorous learning experiences that are grounded in clearly defined standards.

Goal One: Highlights from our schools:

District-wide:

In the 2016-2017 school year, progress toward Goal 1 took place through interdisciplinary learning and STEAM (Science, Technology, Engineering, the Arts, and Mathematics) programs. These initiatives helped students develop skills in problem solving, collaboration, communication and self-direction as they integrated knowledge from two or more disciplines.

The district published the 2017 District Curriculum Accommodation Plan (DCAP) that explains the services and supports available in the general education classroom.

Two schools, the Eliot Elementary and High Rock (grade 6) School, among 49 schools in all the Commonwealth, were named "Commendation Schools" in recognition of their high achievement and their progress toward narrowing the proficiency gaps.

Teachers piloted and evaluated model lessons at each grade level that incorporated the "thinking like a historian" strategies for that grade level.

New state testing models were successfully implemented for grades 4 and 8 who were required to take the MCAS tests online for the first time.

Fine and Performing Arts

The Fine and Performing Arts are considered to be a Core Academic by the United States Department of Education, as well as our state. Without an extensive education in the creative and expressive processes that are fundamental to the Arts, a student's education is incomplete.

Through the Fine and Performing Arts, students are able to experiment, express themselves, explore and achieve personal goals through a variety of carefully designed curricular and co-curricular activities and lessons. The Fine and Performing Arts department expanded its curricular and co-curricular offerings to improve access to programs.

Goal Two: Develop social, emotional, wellness, and citizenship skills—To ensure students develop the knowledge and skills that empower healthy, resilient, engaged, and culturally proficient citizens who act with integrity, respect, and compassion.

Goal Two: Highlights from our schools:

- A.L.I.C.E. school safety protocol is adopted in all schools and articulated roles and responsibilities.

- Staff and students received training and support to enhance and sustain a culturally competent and proficient learning environment.

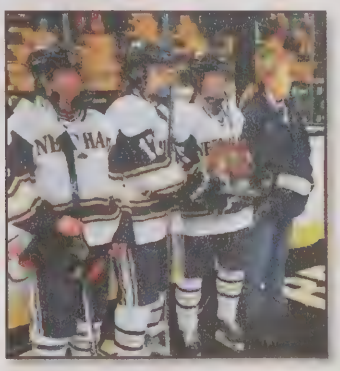
- Global competence refers to the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in a foreign language, and skills to function productively in an interdependent world community.

- Community Service Learning integrates meaningful community service with instruction to enrich the learning experience, teach civic responsibility, and strengthen communities.

- The Needham METCO program brought 174 Boston students into our schools in the 2016-2017 school year. METCO is an opportunity to advance the dialogue and educate all our students in an environment that embraces different perspectives and produces students who effect positive change in a global society.

Athletic and Academic Interscholastic Teams

Needham Public Schools supported our students' participation in a wide variety of Teams which helped them with recognizing differences and becoming more open and understanding members of the community. Our students learned the value of teamwork and demonstrated their talent, maturity, and poise whether their team met in the classroom, on the field, or on the stage. In our Athletic programs alone, 1,788 students participated in team sports. We recognize with pride the hard work and many accomplishments achieved during the 2016-2017 school year by our school teams.



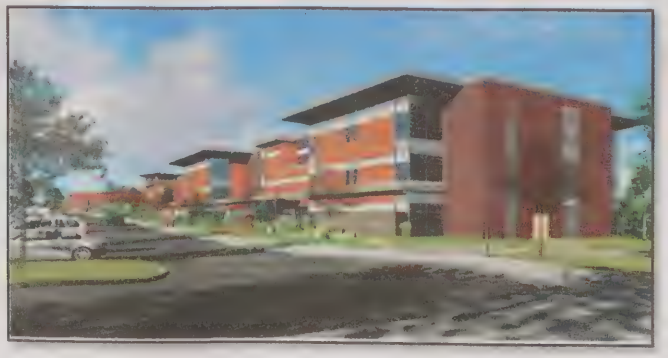
There are many successes our talented students achieved with the help of superb teachers, staff, coaches, and parents who undertook the challenge of molding the next generation of athletes and scholars.

Goal Three: Ensure infrastructure supports district values & learning goals—

To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

Goal Three: Highlights from our schools:

- Voters approve new Sunita L. Williams Elementary School
- High School Cafeteria Expansion completed; High school classroom expansion proposed.
- Full-Day Kindergarten is planned for September 2019.
- Our highly qualified faculty and staff are the lifeblood of the Needham Public Schools. The Needham Public Schools employed 724.13 full-time equivalent staff in the 2016-2017 school year. Human Resources filled 73 professional positions and 56 support positions, for a total of 129 positions. All of the staff bring a combination of great experience, solid academic credentials, energy, and a fresh perspective to teaching and learning. The schools are also well served by over 60 residents participating the Community Volunteer program.



We are proud of our accomplishments in the 2016-2017 school year and look forward to the many opportunities and challenges that lie ahead – including shifts in student enrollment, implementing full-day kindergarten, and a focus on supporting all students.

Performance Report

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2017 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.

HEALTH AND HUMAN SERVICES

NEEDHAM AGING SERVICES DIVISION

Council on Aging Board Chair: *Colleen Schaller,* ***Council on Aging Board of Directors:*** *Penny Grossman (Vice Chair) Ed Cosgrove, Gary Crossen , Carol deLemos, Dan Goldberg, Helen Gregory, Tom Keating, Susan (Sue) Mullaney Sandra Prinn, Lianne Relich, Mary Elizabeth Weadock.*

Department Manager: *LaTanya Michelle Steele,* ***Department Staff:*** *Danielle Arenda, Administrative Assistant, Elwyn Cotter. Substitute Van Driver, Kerrie Cusack, Social Worker, Stacey Fallon, Adminstrative Office Support Specialist, Aicha Kelley , Program Coordinator, Kristen Lindley, Social Worker, Stephane Grably, Transportation Volunteer Program Coordinator, Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator, Clif Holbrook, Building Monitor, Yustil Meija, Senior Custodian, Constance McKinnon, Substitute Van Driver Jessica Moss, Social Worker, Tom Watson, Van Driver, Kathy Worhach, S.H.I.N.E. Program Director.*

MISSION AND PURPOSE

For 58 years our mission has consistently been to respond to the needs of older residents by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. We have fulfilled our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town. The Aging Services Division offers most programs and services at 300 Hillside Avenue, where the professional staff has oversight. Some of the services and programs provided to meet the goals of the Aging Services Division include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling (SHINE), volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a place for socialization, independent activities and learning opportunities.

The Needham Council on Aging's Senior Center was the first in Massachusetts and the 20th in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times completing the last reaccreditation in December 2011.

In the 1950s, Dorothea Willgoose, MD, a forward thinking resident, realized that the older adult population of Needham had unmet health, housing, and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. As a proactive community Needham was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant as Needham's role as a pioneer in providing programs and services specifically geared toward the needs of older adults was recognized as a model for the nation.

Dr. Willgoose created a legacy that has been a compass for the department's continued forward looking vision. It has helped us to address needs and issues of today while always being open to new ideas, best practices, initiatives and concepts related to the field of aging. With this in mind our new home was designed to accommodate present needs and concepts as well as those in the

future that we have yet to imagine. Where we were looks very different from where we are today. Where we have yet to go will be guided by our consistent mission as well as our commitment to never being constrained by the past as we move towards the future.

PROGRAMS AND SERVICES FY2017

The programs and services categories below are reflective of the balance we seek among our goals of health and wellness that incudes social service, entertainment and socialization, as well as lifelong learning and enrichment. An example of what categories of programming looked like in FY2017 is included below. Most of these programs are multiple reoccurring schedules whether daily, weekly or monthly. They are only noted in the numbers once.

Entertainment	38
Movies	45
Documentary	12
Finances/Legal	12
Enrichment/Lifelong Learning	21
Computer	22
Trips	10
Health/Wellness	48
Community Awareness	8
Art	16
Social/Shopping	23
Food and Nutrition	18

FY2017 HIGHLIGHTS

The Center at the Heights held an open, the open House was very successful with the help of all staff members. We updated approximately 45 – 50 participants' contact information for MySeniorCenter. Additionally, a tour was booked for 15-20 seniors to visit the center. Documentaries and pop-ups (events not advertised in the Compass) are doing well. One hot breakfast a month is offered. Training for Staff: Listed is a few examples of training: Strategies to Deal with Difficult Situation and Training Supporting LGBT Older Adults, Women, Leading Government, and Health and Human Services Leadership Training.

- Collaboration with the Pen Pal Program with Mitchell School – We expanded the breadth of the program to include having student interview and document biographies of their senior pen pal. Social Work staff continues to work with Mitchell School 5th grade teacher over the last month on recruitment of pen pals and program development.
- Legal clinic with Metro West Legal Services is being offered.
- Jessica Moss, LICSW will be continuing SHINE mentorship as part of the SHINE Counselor.
- Caregiver Support Group continues to meet the first Wednesday of the month. Social work staff are now able to facilitate group and provide respite for loved ones.
- Completed Mindfulness & Wellness Workshop at the Center at the Heights.

- The Social workers offered a Six Week Mindfulness & Wellness Workshop at the Needham Housing Authority.
- Social Work Newsletter Wellness for the Wise was developed for the Compass and is featured monthly information on the benefits of wellness.
- The months of August and September have been amongst of the busiest ever, with a record number of transportation to the center, as well as a record number of shopping trips. Respectively 1050 rides for August and 996 rides for September. The number of rides has increased about +46% compared to 2014, with a steady increase year after year. The number of rides provided has followed the daily attendance at the center at about the double the rate.

Average Daily Attendance

	2014	2015	2016	2017	% increase '16 to '17	% increase '14 to '17
Monday	59.53	78.75	96.19	117.0	22%	96%
Tuesday	49.55	79.2	104.42	122.2	17%	147%
Wednesday	48.71	71.08	84.88	106.5	25%	119%
Thursday	49.88	78.27	102.49	122.5	20%	146%
Friday	53.33	75.92	102.06	114.0	12%	114%
AVG	52.2	76.6	98.0	116.4	19%	123%

Data as of October 2017

Since moving into its new, the Center at The Heights (CATH), the Aging Services Division has experienced growth in both programmatic use and in requests for support and assistance. The increased demand should come as no surprise, given that Needham has one of the highest populations of adults age 60 and over in the MetroWest region. According to demographic information maintained by the Needham Town Clerk, in 2015 24.4% of the town's population were age 60 and above and this age group represents a great and growing proportion of all Needhamites. The number of 60-plus Needham residents increased by more than 700 over the past two years alone, and the age cohort is projected to grow by 14.9% in Needham over the next five years, according to the McCormack School at UMass Boston and by 2020, residents age 60 and older will represent 27.1% of the Town's residents, and a decade later will hit 31%.

- The number of meals served in the CATH (Center at The Heights) lunch program remained comparable to last fiscal year with a sight increase. There were 5,429 meals served about 50 to 60 meals.
- Participants in the CATH fitness room/training program, who exercise regularly onsite, grew rapidly and participants in group exercise programs increased also increased markedly during FY 2016 and FY 2017; all told, 14,070 group exercise or fitness class units and personal training/workout sessions occurred during the year.
- The inclusion of the Public Health Nurse in an office on-site at CATH also paid dividends, as the Public Health Nurse and the Aging Services Division Social Workers collaborate frequently on client contacts, financial assistance programs, and referrals. The Nurse saw more than 120 residents for wellness clinics and blood pressure screening programs, and a separate Visiting Nurses Association hearing program screened more than 500 clients over 26 program sessions.

- Appointments with the SHINE Program (Serving the Health Insurance Needs of Everyone) about Medicare, Medicaid, and Prescription Drug coverage also increased with more coverage by program volunteers and the offer of evening appointment hours on select Mondays and Wednesdays. Additionally, Jessica Moss, has been also providing SHINE counseling. additional program volunteers, the expansion of appointments into select evening hours on Mondays and Wednesdays, and the advanced scheduling opportunities for appointments.
- In FY16 the SHINE Program provided 6,747 client contacts with a savings to the residents of Needham of more than $350,000. Annual Regional Savings in FY 2016 was $6,086,170, as compared to $5,783,020 and $4,707,919 in preceding years.
- During FY2016, the Aging Services Division made a concerted effort to expand the program offerings available to Needham's seniors. Recurring program offerings make up the bulk of the programs available for Needham's seniors and, on average, nearly 68 program events occurred during FY2017.
- With the addition of social workers, a number of new day-time and evening programs were provided. Many of these programs were single events or multi-day recurring event series, and a number focused on health and wellness, including topics of recognizing elder abuse and substance misuse awareness amongst Needham's seniors.
- A number of support groups were organized and delivered for Needham residents, including a Low Vision group, a Clutter Support group, and a group that dealt with the transitions that come with aging.
- Aging Services Division staff members also partnered with community organizations and other municipal departments to better utilize the available space at the Center at the Heights. The foremost among these new offerings is the YMCA's LiveStrong program.
- The Friday movie program is another example of the increase in participation. The number of Needhamites attending has increased each year since moving into CATH, and now attracts an average audience of more than 40 attendees each screening.

FUNDING AND PROGRAM EXPANSION IN FY2016 AND FY2017

In early FY2016, the Aging Services Division hired an administrative assistant to support the senior center's operations and it hired a full-time "all ages" social worker to supplement a grant-funded social worker (funded by the MetroWest Health Foundation) that began work on evening mental health and wellness programs for Needham seniors. For the third straight year, the Fitness Room was graciously funded through the Friends of the Center at the Heights. A more permanent funding source shall be pursued through potential grants or community partnerships.

Funding for the Aging Services Division and the many services and programs that we offer comes from varied sources. The Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As a supplement to town funding the Aging Services Division received funds through the State Formula Grant which continued to support some professional staff hours and expenses of about $60,000.

The Needham Aging Services Division continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over $84,000, was used to pay for the part time positions of the Shine Program Director and Assistant Director who provide supervision and oversight for over 50 plus volunteers and

also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget as well as the budget for the Administration for Community Living (ACL) which is part of the federal government. Present and future funding for the SHINE program continues to be a major concern that we closely monitor, and we have been proactive with the Massachusetts Executive Office of Elder Affairs and our State Legislators to work towards a more secure funding source for the future. We have seen our numbers increase from 3,635 client contacts in FY 16 and FY 17 and anticipate further growth in as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

Additional support for our Programs and Services comes through the Senior Community Service Employment Program (SCSEP) as the Council on Aging acts as a host agency. SCSEP is funded under Title V of the Older Americans Act for the purpose of promoting useful part-time opportunities in community service activities for unemployed low-income persons who are age 55 and older. This helps to foster individual economic self-sufficiency and to assist a person in transitioning to unsubsidized employment. The division is extremely grateful to the continued financial support of the Friends of the Center at the Heights.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

During the past calendar year we have collaborated with several town departments to plan, promote and/or host a number of programs, including Public Health's flu clinics, Park & Recreation programs, and computer courses with the Library and the Needham Public Schools.

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Needham Public Schools, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee and Triad, which is a partnership between law enforcement, older adults and community groups that promotes older adult safety.

We worked with many other community partners throughout the year as well. This list includes Springwell bringing us their Tai Chi for Arthritis, Diabetes Self-Management, Chronic Pain Self-Management Healthy Living Workshops as well as Newton-Wellesley Hospital sharing Matter of Balance. All of those are evidence-based programs. Other community partnerships have included AARP and their Safe Driver Program as well as their tax counseling program which served 226 people. We expanded our work with the Newton and Weston COAs on a regional Screened Home Contractors Program and partnered with the Needham Community Council, Beth Israel Deaconess Hospital, and Assisted Living, Independent and Skilled Care Facilities throughout the area on wellness, nutrition, financial planning, and legal services.

Some additional collaborations included intergenerational partnerships with the Mitchell and Hillside Elementary Schools, as well as the Lovin Spoonful Food Rescue Program which salvages food from Trader Joe's, Volante Farms and Whole Foods supermarkets and delivers them to our café weekly.

Building and maintaining relationships with organizations and agencies helps us in our ability to access services and resources for our participants and residents. A good working knowledge of our community partners enhances our ability to provide more thoughtful and thorough information and referral which is a key in providing case management. Community Organizations mentioned above are only a handful of the almost 100 that were identified when we submitted information during our last reaccreditation process. They and others have helped to sponsor our events and offered space in which to hold programs and groups that might otherwise not have had a place to meet or the finances necessary to make it happen. Without our relationship with organizations such as AARP, the Arthritis Foundation, Springwell, VNA Care Network, Charles River ARC, the YMCA and the Needham Schools and Needham Community Education, we would not have been able to offer free tax counseling, and legal assistance, a congregate meal site, a blood pressure clinic twice a month, food shopping assistance, and much more. We look forward to continued productive relationships as we work towards fulfilling our mission and meeting our goals.

NEEDHAM PUBLIC HEALTH DIVISION

Public Health Department Staff:

Timothy Muir McDonald, MPA, Director of Health & Human Services
Diana Acosta, MPH, Environmental Health Agent
Donna Carmichael, R.N., Public Health Nurse
Catherine Delano, MPH, LICSW, Senior Substance Use Program Coordinator
Monica DeWinter, MPH, Substance Use Prevention Support Assistant
Maryanne Dinell, Traveling Meals Coordinator
Kerry Dunnell, MSW, Special Assignment Support
Tara Gurge, R.S., M.S., Assistant Director
Brian Flynn, R.S., Environmental Health Agent
Summer Koop, Substance Use Prevention Intern
Karen Mullen, MBA., Substance Abuse Coordinator
Carol Read, M.Ed., CAGS, Senior Substance Use Program Coordinator
Lynn Schoeff, M.Ed., Healthy Aging and Special Project Support
Karen Shannon, Substance Use Prevention Support Assistant
Dawn Stiller, Administrative Coordinator
Tiffany Zike, BSN, RN, Public Health Nurse

Elected Board of Health Members

Edward V. Cosgrove, PhD (Vice Chair)
Stephen Epstein, MD, MPP
Jane Fogg, MD, MPH (Chair)

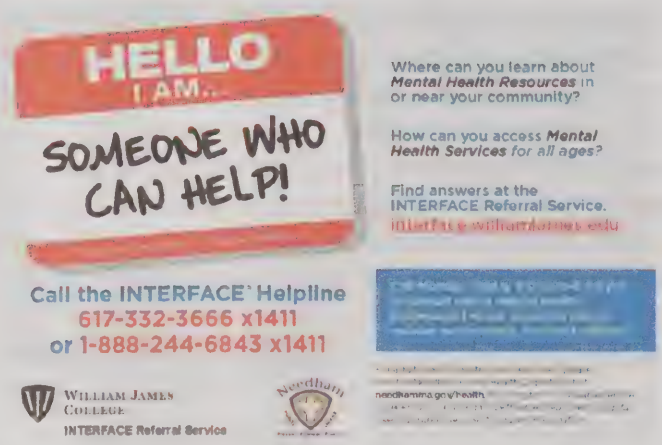
MISSION

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The Division strives to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents, especially the most vulnerable.

FY2017 HIGHLIGHTS

- On a budget of $583,119 an additional $409,327 was received during the year including $322,407 in grants and donations and $86,920 in permits and fees.

- The Public Health Division Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Substance Prevention Alliance of Needham, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- INTERFACE, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Public Health Department and the Public School Guidance Department, and was renewed for a second five-year period and is in year two of that five year period.


HELLO
I AM...
SOMEONE WHO CAN HELP!
Where can you learn about Mental Health Resources in or near your community?
How can you access Mental Health Services for all ages?
Find answers at the INTERFACE Referral Service.
Call the INTERFACE® Helpline
617-332-3666 x1411
or 1-888-244-6843 x1411
William James College
INTERFACE Referral Service

- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.

Riverside Community Care

THE HELP YOU NEED CLOSE TO HOME

- The Public Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control.
- The Public Health Department encouraged concussion awareness activities for youth sports teams and parents. Education and outreach to parents, sports teams and coaches occurs through speaking engagements and dispersing educational materials.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain more than a dozen Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 43 municipal employees are trained and certified in American Heart CPR/AED's in addition to Schools, Fire and Police personnel.

- The Substance Prevention Alliance of Needham (SPAN) and the Needham Police Department participated in the biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010. There is also a medication disposal kiosk available 24 hours a day, 7 days a week in the lobby of the Needham Police Department lobby. Approximately 59 lbs. of medications are collected each month in the *MedReturn* disposal unit.
- *5th Quarter* is a substance free, evening social event held in the Needham High School gym after NHS sporting. The first ***5th Quarter*** was held on a rainy Friday night in October, 2010. Over 200 students came back to the school after the football game to socialize enjoying pizza, snacks, a DJ, raffles and ping pong; all at no cost! Since that first successful ***5th Quarter***, the Public Health Department and the Needham Coalition for Youth Substance Abuse Prevention have received generous donations from the community to enhance, promote and sustain this program. During the 2016-2017 school year we ran three successful ***5th Quarter*** Events attracting nearly a thousand Needham teens. These are free events where high school students come together with their friends in a safe environment, reinforcing the belief that fun can be had without the presence of alcohol or other drugs. Our work with youth is creating a shift in community norms away from underage substance use as a rite of passage.

- By arranging for a generous donation from the Needham High School Parent Teacher Council, the Public Health Department and NCYSAP provided *AlcoholEDU* to over 400 9th grade students. *AlcoholEDU* is an interactive, evidence-based online alcohol prevention program which addresses underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and

Refusal Skill Building. A companion module, *AlcoholEDU for High School Parents*, provided a 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high-risk situations.

- 597 retail/food service inspections conducted on 170 establishments. There were also 158 temporary food permits issued. Every food establishment was inspected routinely at least every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 13 food complaints investigated.
- Continued permitting grease waste haulers in town (24 haulers permits), and inspected and permitted trash haulers (26 trash hauler permits).
- 221 communicable diseases reported and investigated, and over 1,800 immunizations were administered in FY 2017. More than 954 persons consulted the Public Health Nurses for wellness visits.
- The Traveling Meals Program delivered over 8,460 meals and volunteers provided approximately 2,000 hours of service to pack and deliver the meals.

A Selection of Grants Awarded and Donations Received

$8,480	CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.
$43,708	Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
$20,950	FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Public Health Department programs and initiatives.
$1,599	Donations – Memorial donations for Traveling Meals.
$30,000	Volunteer Services provided over 2,000 hours (approx. equal to over $30,000 in salary) to pack and deliver meals to clients on the Traveling Meals Program
$2,500	Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
$12,000	Community Donations for the Needham Coalition for Suicide Prevention.
$600	Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

PUBLIC HEALTH NURSING

The Public Health Nurses investigate communicable diseases and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. The Nurses provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds.

Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as "How to Stay Healthy" education sent via email. Four Health Matters articles were published along with four Public Service Announcements and eight Needham Cable news interviews with regards to health education and program promotion. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health.

Screening Programs

	FY 15	FY 16	FY 17
Employee Wellness	981	1028	954
Employee Education/Training	12	188	258
Police Weight Screening	34	33	43
Wellness Clinics - Visits	141	31	169

Immunizations

	FY 16	FY 17
Influenza Doses Administered	816	674
Other Immunizations Administered	23	24

Federal Fuel Assistance Programs

The Salvation Army Program, "Gift of Warmth" and "FRIENDS" Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are

available to qualified Needham Residents. The Health Department is the local service unit for Needham.

Assistance and Human Service Programs

	FY 16	FY 17
Coordinate Local Assistance (families)*	45	57
Federal Energy Assistance (families)	27	46
Salvation Army (families)	0	0

**Funds services contributed by local human service agencies and houses of worship*

ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.).

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and follow-up on a variety of complaints (food/nuisance/housing/tobacco).

They review the following: new and renovated food establishment design plans; additions/ renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every three months and routine tobacco

inspections are conducted every six months. Agents also respond to work place smoking complaints. The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental emergencies, such as oil leaks.

Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. They continue to be involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc,) to remain apprised of today's public health issues and to review the most up to date code requirements.

Inspections and Reviews

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY15	FY16	FY17
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	457	447	597
Chap. II housing inspections/follow-ups:	15	18	14
General nuisance complaint follow-ups:	43	44	45
Title V septic system inspections, plan reviews, and home additions & misc.	116	116	104
Title V septic systems installations:	14	23	5
Subdivision field inspections/plan reviews:	7	3	3
Swimming pool inspections:	13	9	13
Suspect food borne illness reports submitted to state:	0	0	0
Demolition reviews:	100	110	112
Tobacco compliance: Checks, complaints and inspections:	72	77	61
Hotel permits	2	3	3

Licenses and Permits

	FY 15	FY 16	FY 17
Animal Permits:	15	16	17
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	170	176	177
One-Day & Temporary Event Permits:	96	107	158
Mobile Food Licenses:	10	9	15
Septage/Grease Hauler Permits:	25	29	24
Sharps Hauler	2	2	2
Subsurface Sewage Installer Permits:	10	9	11
Tobacco Sales Permits:	12	13	12
Disposal of sharps permits:	10	10	9
Well Permits	14	6	7
Trash/Waste Hauler Permits	29	30	26

THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 44th year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks.

This year, July 1, 2014 through June 30, 2015, our dedicated and committed volunteers packed and delivered eight-thousand (2 Meal Packages).

Beth Israel Deaconess Hospital Needham prepares the meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter.

Donations from the "FRIENDS" of the Needham Board of Health and Traveling Meals Program (a fundraising committee), along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for more than 50 of our Needham residents needing assistance.

SPAN—THE SUBSTANCE PREVENTION ALLIANCE OF NEEDHAM

SPAN envisions Needham as a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit. This community coalition's mission incorporates a collaborative, community-based and data-driven prevention approach to reduce alcohol, marijuana, non-prescribed prescription drugs, other drug use among Needham youth. Through community education, partnerships, and strategic action, we will decrease the risk factors associated with substance abuse and increase the protective factors that are shown to enhance the health and safety of youth.

SPAN
SUBSTANCE PREVENTION ALLIANCE OF NEEDHAM

Priority projects during FY2017 included:

- **Community Awareness** and **Education** on prevention, substance, use and mental health disseminated through print, online, and TV media outlets: The Needham Channel, the Needham Times, Wicked Local Needham, The Hometown Weekly and Needham PATCH.
- **Conduct the Needham Parent Survey 2017,** a bi-biennial survey of perceptions, attitudes, beliefs, and behaviors regarding youth substance use and parenting expectations. 626 parents of youth in public and private schools, grades 6-12 participated. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12 was prepared and presented by Scott Formica, SSRE in Fall 2015.
- **Support and administer the Students Advocating for Life without Substance Abuse (SALSA) program.** SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. This program has been awarded a Prevention

Leadership Citation by Norfolk DA Michael Morrissey for exemplary work, and in FY 2017 won the first place in the District Attorney's Team Challenge competition. In FY 2017, SALSA peer leaders, who are Needham High School students in grades 9-12, are trained to speak to middle school students, presenting themselves as healthy, happy, and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. SALSA students…

- validate the high-risk behaviors youth face,
- model leadership as athletes, musicians, dancers, members of drama clubs and student government, and
- teach "Refusal Skills" to 8th grade students during Health classes.

DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee.
http://www.needhamma.gov/health/domesticviolence

Activities have included:

- Coordinating Yellow Dress (through Deanna's Educational Theater) for High School – 2 student performances and introduced as well as an evening parent performance.

- Coordinated Yellow Dress presented at Olin College with representation from Wellesley College and Babson College as well.
- The Needham Channel series on Domestic Violence
    1. REACH Beyond Domestic Violence and a Survivor Story
    2. History of DVAC - Janice Berns, Donna Carmichael and Deb Jacob
    3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi
    4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency Room
- Administered cell Phone Recycling Program with Shelter Alliance.
- Supported "Take Back the Night" at Needham High School has occurred for nine consecutive years! "Take Back the Night" is a National Organization devoted to ending the silence about Domestic Violence.
- Presented educational programs and information to Civic and Business groups, and at community fairs.
- Developed and maintained list of experts for referrals on the DVAC Resource Card.
- Advised and supported Needham Public Schools to create consistent messages of awareness and prevention of domestic and dating violence, including updates to health and wellness curricula.
- Coordinated and dispersed resources and set up DVAC Training with REACH for BID Emergency Room and Social Services.

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Needham Public Health Department and Needham Public School Guidance Department. It is a broad based coalition of 35 members reaching out to our town's diverse constituencies across the age continuum. We believe that suicide is preventable if we work together.

Please see the following websites for a detailed report on the committee's efforts at http://www.needhamma.gov/health/ncsp and for information on suicide for all ages please see the following link http://www.needhamacts.org

WEST SUBURBAN VETERANS' SERVICES DISTRICT

Sarada Kalpee, Director of the West Suburban Veterans' District

The West Suburban Veterans' Services District (WSVD) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall. There are satellite offices in each town in order to provide services. Office hours for Needham are Monday from 10am – 5pm and Thursday from 9am-12pm at the Center at the Heights and 12pm-5pm at Needham Town Hall. Veterans and their families are welcome to contact the main office in Wellesley for inquiries or to schedule an appointment by calling (781) 850-5504. The WSVD Board is comprised of a total of four members with one designee from each community. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements, please visit the WSVD website at www.westsuburbanveterans.com for more information.

DEPARTMENT OF VETERANS' SERVICES- NEEDHAM

The WSVD Director is Ms. Sarada Kalpee who has served in the U.S. Army Reserves since 2002 and currently holds the rank of Sergeant First Class. In 2013 she was deployed to Afghanistan as part of Operation Enduring Freedom, where she served for 12 months as a Senior Mechanic. More recently, Ms. Kalpee has served as a Veterans' Service Officer for the City of Boston. Ms. Kalpee's personal understanding of veterans' needs and her growing knowledge of the services available through the Massachusetts Department of Veterans Services, the U.S. Department of Veterans Affairs, and other entities will be of tremendous value to the veterans in our District. Ms. Kalpee in her role as Director is responsible for the provisions of all veterans' services across the District. This work includes outreach to veterans' and their families, assistance with filing of claims benefits, certification of applicants' eligibility, management of the business affairs of the District and the supervision of staff along with many other duties. The District is very pleased with the work Ms. Kalpee has performed in her two years she has been with us, and look for even more programs and services being offered to our veterans' and their families.

Ms. Sally Rose continues to provide administrative support to the District and serves as a key member of the team providing services to veterans and veterans' families.

Director Sarada Kalpee and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provided assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintained a depository of discharges and records of veterans.
- Oversaw the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Needham Town Hall. We were able to provide them with flags, holders and markers for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

HIGHLIGHTS OF THE VETERANS SERVICE OFFICE

- During fiscal year 2017, $23,306.09 in Chapter 115 Benefits was provided to Needham resident veterans.
- Expanded outreach efforts to the Veterans within the community with the partnership of St. Joseph's. The children wrote letters to the Veterans in the community, which were mailed by the Director.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Held a salute to Veterans for the entire month of November and hosted military related movies at the Center at the Heights every Thursday in November 2017.
- Assisted veterans in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans in obtaining various benefits provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Supported the Norfolk County RSVP program where volunteers drive veterans to medical appointments and other RSVP sponsored services.
- Visited many veterans and their families at their homes or skilled care facilities.
- Held the 2nd Annual Veterans Fair in Needham Town Hall in conjunction with the Spooky Walk
- Conducted numerous pinning ceremonies for our Needham Veterans at assisted living facilities.
- Supported American Legion Post # 14 and VFW Post # 2498 activities.

COORDINATOR OF CEREMONIES AND CARE OF GRAVES

Mr. William Topham, is the Town's Care taker of Graves and Coordinator of Ceremonies, he is responsible for Graves Registration activities, Memorial Day ceremony and Veteran's Day observation. Mr. Topham works closely with Director Kalpee in the coordination and operation of the Memorial Day ceremony and Veteran's Day observation and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfilling the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- Ensuring that all veteran's graves in Needham and St. Mary's cemeteries are maintained, are cared for, and are free of debris.
- Ensuring that veterans who die without funds are properly interred.
- Organizing, coordinating, and participating in the Memorial Day Ceremony and Parade as well as the Veteran's Day Observance.

HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Ceremony.
- Assisted with the Purple Heart Recognition Day on August 7, 2017.
- Organized and led the Veterans' Day Observation on November 11th.
- Increased community participation at the veterans related ceremonies and observances.

Purple Heart Community

As part of a continued effort to honor the men and women of the town who have served bravely in the Armed Forces, at their July 21st, 2015 meeting the Needham Board of Selectmen accepted a recommendation for the town to become a Purple Heart Community. Members from the Military Order of the Purple Heart (MOPH) presented the Purple Heart Community resolution. Senator Rush, Senator Ross, and Representative Garlick were in attendance and presented a Proclamation on behalf of the Commonwealth of Massachusetts. In recognition of Purple Heart Day each year on August 7th the Purple Heart Flag will be flown at Town Hall and Memorial Park.

Veterans Organizations

American Legion Post # 14 and VFW Post # 2498 each hold monthly meetings to discuss veteran's functions and topics. In addition, these meetings address other Veterans issues and concerns. A primary goal of these organizations is to offer their continued support and participation to the Needham community.

The Director is a member of the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts, Volunteer member for the United Service Organization New England and a board member on the Governors Veterans' Advisory Council Board.

YOUTH SERVICES

PURPOSE

Board of Directors
Karen Folb, Chair
Julie Stevens, Vice Chair
David Bookston
Jack Cruickshank
Kevin Keane
Susan Patkin
Jillian Smith
Vincent Springer
Department Manager
Jon Mattleman
Department Staff
Katy Colthart
Maria Papantoniou
Elizabeth Loveless
Adina Alpert
Ben Aronson
Carolyn Tracey (Graduate Clinical Intern)
Blake Schuller (Undergraduate Program Intern)
Katie Mullen (Undergraduate Program Intern)

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that there is an escalating demand for services, and Youth Services has worked diligently to construct meaningful services designed to meet these needs. Learn more about Needham Youth Services at: www.needhamma.gov/youth.

FISCAL YEAR 2017 HIGHLIGHTS

VIP Program

In Fiscal Year 2017, the VIP (Valuable Interactions among Peers) Program enjoyed its fourth year of operation. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school "Big VIPs" the opportunity to be role models for a young person in our community. The program also allowed elementary school "Little VIPs" (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the program continued to grow, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2017, 456 hours of volunteers participated in VIP. Learn more about the VIP Program at www.needhamma.gov/youth/vip.

Bullying Intervention Program

Four years ago, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour clinical program worked with "Aggressors" to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one

after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at www.needhamma.gov/youth/bip.

QPR Suicide Prevention Trainings (Question, Persuade, Refer)
The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for nine years, with each training two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

Community Crisis Response
Over the past decade, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2017, a significant number of staff hours were devoted to creating materials, meeting with community leaders and to directly assisting youth and/or their parents with a crisis.

Safe Surf: Internet Safety for Middle School Youth and their Parents
Initially funded by the Needham Education Foundation, this long standing program provided 6th grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2017, 397 youth participated in this program (as well as completed an evaluation of program). In addition, Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.

A Conversation…For Parents of Teens
Sponsored by the Needham Women's Club, this program has been offered to Needham parents for close to a decade. Each session allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, anxiety, and depression. Over twenty-five parents participated in this program in the past fiscal year. Learn more about "A Conversation…" at www.needhamma.gov/youth aconversation.

Website and Social Media
The Youth Services website continued to grow in FY 2017 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to

inform youth and families of the programs and resources of Needham Youth Services. e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, nearly 1,200 have registered for this service). Residents can register for this free service at www.needhamma.gov/youth/email. Please visit the Youth Services website at www.needhamma.gov/youth. The department was also active on social media via a Facebook page, and over 442 people have "liked" our page, and it can be found on the Internet at: http://www.facebook.com/needhamyouthservices.

Individual/Family Counseling

The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 1,311 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services' clinical work at www.needhamma.gov/youth/counseling.

Counseling/Psycho-education Groups

Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the "Extreme Looks" program, a four-day mind/body/spirit group for teen girls. In FY 2017, 163 hours of group counseling/psycho-education services were provided.

Substance Abuse Awareness Program

Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy choices. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can negatively impact any person without regard to age, gender, or economic status. Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

Sexual Harassment Workshops

Sexual Harassment was a workshop for all 7th graders at Pollard Middle School that investigated what sexual harassment is and isn't, the differences between flirting and hurting; who decides when it is sexual harassment and how to ask for help. This program was piloted this year and

plans to continue in future years. In FY 2017, over 232 youth participated in this program. Learn more about Sexual Harassment at www.needhamma.gov/youth

RAY of Hope Program

RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 19 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at www.needhamma.gov/youth/rayofhope.

Teen Dating Violence Program

Youth Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for more than 18 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, over 337 youth were involved in this program. Learn more about the Teen Dating Violence Program at www.needhamma.gov/youth/tdv.

Patrick Forde Good Person Memorial Award

In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 11th year, is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Kate Findlen, honored for her work with Needham youth and families. Over 75 people attended this year's award ceremony honoring Kate, and to learn more about the Forde Award, visit the Forde Award website at: www.needhamma.gov/youth/fordeaward.

Employment and Volunteer Programs

The Employment Program consisted of two primary services: 1) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc.; and 2) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In the past 2 years both business jobs and volunteer opportunities transitioned to an online program, thus youth could access this information on the

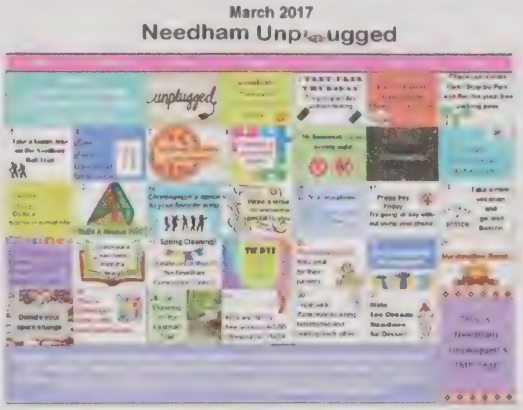
Youth Services website 24/7 (and this information was updated on a weekly basis). In addition, 123 youth were registered in FY 2017 to provide residents with around-the-home support services. Learn more about the Employment Program at www.needhamma.gov/youth/employment and learn more about the Volunteer Program at www.needhamma.gov/youth/volunteerprogram.

Peer Tutor Program

This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,880 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

Needham Unplugged

The 16th annual Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's "unplugged" was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their community. Other special days included "Phone Free Friday," "Text Free Tuesday," and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.



Graduate/Undergraduate Internship Program

In FY 2017, Needham Youth Services welcomed a clinical intern from the University of Massachusetts Boston who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 824 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at www.needhamma.gov/youth/internship.

Make A Statement Day

This program was created and implemented at Needham High School for students and staff ten

(11) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 500 students and staff participated in this event this past year. Learn more about Make A Statement Day at www.needhamma.gov/youth/masd.

***Project VAN** (Volunteers Around Needham)*

VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 324 hours of volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.

Diversion/Restitution Program

In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. Learn more about the Diversion/Restitution Program on the Youth Services website at www.needhamma.gov/youth/diversion.

Seminars/Workshops/Presentations:

Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, Reach Out Day at NHS, presentations at the schools and in the community, and many others. In FY 2017 Needham Youth Services worked with a total of 2,507 youth, parents, and professionals in seminars and/or workshops. For a listing of presentations over the past year, visit the Parent Presentation webpage at www.needhamma.gov/youth/parentpresentations.

Partnerships

In recent years Needham Youth Services has received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham, Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens. Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups/businesses such as:

- Charles River Center
- Mark's Moving and Storage
- Lisa's Boutique
- Needham Business Association
- Needham Clergy Association
- Needham Coalition for Suicide Prevention
- Needham Coalition for Youth Substance Abuse Prevention
- Needham Domestic Violence Action Committee
- Needham Exchange Club
- Needham Housing Authority
- Needham Park and Recreation
- Needham Parks and Forestry
- Needham Public Library
- Needham Public Schools
- Needham Women's Club
- Needham Community Council
- Needham Council on Aging
- Youth Resource Network
- Project Interface
- Regional Center for Healthy Communities
- Riverside Community Care
- Rotary Club of Needham
- School Health Advisory Council
- Wingate at Needham
- YMCA - Charles River Branch

Publications

Needham Youth Services created and/or distributed many original publications in FY 2017 such as those listed below (learn more at www.needhamma.gov/youth/publications).

- Needham Youth Card
- Parent Guide to Teen Parties
- Information on Suicide
- 50th Anniversary Quotations
- Safe Surf: Internet Safety for Middle School Youth and their Parents

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

Back Row – Left to Right
Robert A. Lewis, Assistant Director
John P. Regan, Fleet Supervisor
Greg M. Smith, RTS Superintendent
Edward Olsen, Parks & Forestry Superintendent
Christopher E. Seariac, Water, Sewer & Drain Superintendent
Richard P. Merson, Director
Front Row – Left to Right
Rhainhardt F. Hoyland, Highway Superintendent
Carys Lustig, Administration Supervisor
Anthony L. Del Gaizo, Town Engineer

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY 2017 HIGHLIGHTS

- The Department continues use of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking.
- Recycled 2,931 tons of materials including 1,360 tons newspaper and mixed paper, including phone books and magazines; 886 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, 408 tons of cardboard, and 277 tons of single stream recyclables.
- Disposed of 9,193 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).
- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 24%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 29%.
- Captured 546 tons of metal and 5 tons of tires for recycling.

- Removed 6 cubic yard boxes containing oil-based paint (est. 3 tons) and 2,900 gallons of waste oil and anti-freeze (est. 21 tons) from the waste stream.
- Collected 182 tons of textiles, books, and small household goods for donation to Goodwill & Red Cross.
- Composted 3,215 tons of yard waste and 1,133 tons of food waste.
- Removed 20 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 5 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 657 appliances (i.e. refrigerators, air conditioners); and recycled 6,000 lbs of lead acid batteries.
- Performed 53 waste load inspections of vehicles on tipping floor.
- 1,775 Disposal Area user stickers were given out of which 896 were residential, 92 were senior, 52 were commercial, 549 were additional, 186 were replacement and 0 were weekly passes.
- The recycling program at schools & public buildings captured 86 tons of materials for recycling, recycling 17.4% of their total waste.
- The October Household Hazardous Waste Collection Day was attended by 170 vehicles.
- The RTS was open for four Sunday afternoons in November for leaf collection and 1,621 tons leaves were collected.
- Continue the repair and preservation of the Town's 123 miles of roadways including 4.80 miles of asphalt paving; 3.10 miles of road surface treatment; 10,518 gallons of rubberized crack-seal; & adjusted and repaired 285 driveway aprons.
- Repaired 29,800 feet of grass berms; installed 2,620 feet of granite curb & 28,750 feet of asphalt curb.
- Continue the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 48 handicap ramps and repaired 1.20 miles of sidewalks.
- Continue to upgrade and maintain the Town's 23 signalized intersections.
- Continue upgrading Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD)
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchased 11 pieces of replacement equipment as follows: 3 dump trucks, 1 hook loader, 1 front-end loader, 1 refuse trailer, 2 message boards, 1 riding mower, 1 utility trailer and 1 van.
- Inspected 617 Street/Sidewalk Occupancy and Excavation Permits;
- Completed 38 project reviews for the Planning Board and 8 project reviews for Zoning Board of Appeals;
- Completed 8 Traffic Count Studies;
- Prepared 7 Traffic Regulations;
- Continued construction of First Avenue @ Highland Avenue intersection traffic improvements for Highland Ave Corridor Project;
- Completed the re-construction of the Central Avenue/Elliot Street Bridge;

- Completed the construction of Phase II of the Rail Trail Project;
- Completed construction for High School Tennis court retaining wall;
- Continued design of Brooks & Culverts repair;
- Completed design of Reservoir A Pump Station replacement;
- Completed design of RTS Retaining Wall;
- Completed design and construction of RTS Anti- Litter Fence;
- Continue construction of school zone traffic improvements on Central Avenue;
- Continued design of Winding River sewer extension;
- Continued Town-Wide Sewer Inflow/Infiltration (I/I) Study
- Completed construction for Edgewater Lane Culvert Improvements;
- Completed construction of Greendale Avenue Phase II Drain improvements;
- Completed construction of sewer inflow/infiltration (I/I) repairs for various areas;
- Completed construction of Pleasant Street and Norfolk Street water main replacement;
- Continued construction of Norfolk Street Drain improvements;
- Continued construction for Downtown Streetscape Phase I improvements;
- Responded to 267 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 22nd year.
- The 2017 Arbor Day activities included the planting of 5 trees with the students at the Broad Meadow & Hillside Elementary Schools.

ARBOR DAY 4-28-17 at Hillside Elementary School

FORESTRY

Tree Removals and Stumping	Tree Pruning Hours	Roadside Brush Removal and Flail Mowing
FY15 = 99 trees FY16 = 88 trees FY17 = 81 trees	FY15 = 1,533 hrs FY16 = 1,441 hrs FY17 = 1,491 hrs	FY15 = 2,283 hrs FY16 = 2,353 hrs FY17 = 2,331 hrs

Tree Planting

FY15 = 200 Arbor Day seedling + 92 trees on streets and parks + nursery: 90 trees
FY16 = 600 Arbor Day seedling + 134 trees on streets and parks + nursery: 95 trees
FY17 = 600 Arbor Day seedling + 88 trees on streets and parks + nursery: 147 trees

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

Athletic Field Acres Fertilized

FY15 = 28 acres (6 applications) + 47 acres (2 applications)
FY16 = 32 acres (6 applications) + 47 acres (1 application)
FY17 = 28 acres (6 applications) + 17 acres (2 applications)

Athletic Field Acres Aerated

FY15 = 50 acres (once), 28 acres – 2 applications
FY16 = 42 acres (once), 38 acres – 2 applications
FY17 = 28 acres (once), 9 acres – 2 applications
& 12 acres - 3 applications, 6 acres - 4 applications

Over-seeding	Diamond Work	Mowing Hours
FY15 = 46 acres FY16 = 50 acres FY17 = 68 acres	FY15 = 1,278 hrs FY16 = 1,316 hrs FY17 = 1,411 hrs	FY15 = 3,712 hrs FY16 = 3,676 hrs FY17 = 3,641 hrs

- Repaired 20 water pipe leaks, including 9 water main breaks and 10 water service leaks.
- Responded to 25 water emergency calls (after regular business hours).
- Replaced & installed 1,295 out of 14,244 residential/municipal/condominium water meters, and replaced & installed 20 out of 719 Commercial Water Meters; total water meters in Town is 14,963.
- 280 Water service lines were replaced, including 56 lead-lined water service pipes.
- 7 new fire hydrants were installed.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 29 catch basin replacements & 4 drain manhole replacement; inspect & clean drain system; and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 221,193 feet of sewer mains and 117,871 feet of drain lines.
- Repaired/replaced 1,016 feet of drain pipe in 7 streets.
- Responded to 13 sewer emergency calls (after regular business hours).

PUBLIC FACILITIES

PUBLIC FACILITIES – CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman
Stuart Chandler
Richard Creem (from 3/17)
Natasha Espada
Paul Salamone (to 11/16)
Roy Schifilliti
Peter Schneider (to 11/16)
Irwin Silverstein
Gene Voloshin (from 3/17)

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Senior Project Manager
Michael Retzky, Project Manager
Stephen Gentile, Project Manager
Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of $500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of $500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. There are currently three project managers on the staff. State Laws now require all Towns and awarding authorities to appoint Owners Project Managers (OPM) for all construction projects over $1.5 million. The staff in this Department fulfills this requirement as the Employee OPMs on Town projects.

FY2017 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2017 fiscal year (July 2016 to June 2017). These projects were initiated during the period of 2013 thru 2017 fiscal years.

Project Name:	**Sunita L. Williams (Hillside) Elementary School**
Project Status:	Ongoing
Authorization:	$58,824,351
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr:	Public Facilities – Construction
	Daedalus Projects Inc.
Contractor:	Site Preparation - P.M. Zilioli, Inc.
	Building Demolition - Green Environmental, Inc.
	Construction - TBD

At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of $650,000. Additional design funds in the amount of $45,000 were authorized at the November 2015 Special Town Meeting with the approval of Article 12. Authorization of construction funds in the amount of $57.542 million occurred at the Special Town Meeting in October 20016 with the approval of Article 2.

A statement of interest was submitted to the MSBA in April 2013. The MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

The Town's Public Facilities Department Construction acting as OPM was approved by the MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects, Inc. was selected through Designer Selection with the MSBA in March 2015.

The study has been in process and has gone through all stages of design required by the MSBA. The Preliminary Design Program (PDP) which studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015.

At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved. The Town purchased the Owens Poultry Farm along with several houses. P.M. Zilioli, Inc. was awarded a contract for site preparation to remediate and remove unauthorized fill and soil contaminated with poultry grease in April 2016 from the property. The site preparation and remediation was substantially complete in June 2016. Demolition of the buildings started in the fall of 2016 and was finished in December 2016, except for 609 Central Avenue and 45 Sunset Road which will be used in lieu of contractor trailers.

The Preferred Schematic Report (PSR), which recommended a single site (the former Owens Poultry Farm), was submitted in December 2015 and was approved by the MSBA Board in January 2016. Schematic Design was submitted in June 2016 for MSBA Board approval in July 2016. An override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

Milestone documents are posted on the Needham School Department website. Needham School Committee voted unanimously on June 6, 2017 to name the new school on Central Avenue the Sunita L. Williams Elementary School.

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents will be available in August 2017 and it is anticipated that the contract will be awarded in September 2017. The ground breaking for the construction is expected to occur in November 2017. The new school is expected to be finished in August 2019 for the start of the 2019-2020 school year.

Project Name:	**High School Cafeteria Expansion**
Project Status:	Complete
Authorization:	$2,250,000
Budget Status:	On Budget
Architect:	Drummey Rosane Anderson, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Paul J. Rogan Company, Inc.

At the May 2015 Annual Town Meeting, Article 39: Appropriate for High School Expansion for engineering and design services, was approved in the amount of $150,000, for the Cafeteria Expansion of the project. Drummey Rosane Anderson was retained as the project designer.

Construction funds were appropriated at the November 2015 Special Town Meeting thru Article 11: Appropriate for High School Cafeteria Construction in the amount of $2.1 million for preparation of construction documents and construction.

The construction contract was awarded to Paul J. Rogan Company, Inc. in December 2015 and construction began in April 2016. Construction was substantially complete in August 2016 and the High School had full use of the space at the beginning of the 2016-2017 school year. The project reached final completion by December 2016.

Project Name:	**DPW/Public Services Administration Building Location Feasibility Study**
Project Status:	Complete
Authorization:	$40,000
Budget Status:	On Budget
Designer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	TBD

At the May 2015 Annual Town Meeting, Article 14: Appropriate for DPW/Public Services Administration Building Location Feasibility Study, was approved in the amount of $40,000. This study will proceed after a preferred site for the Hillside School has been approved, sometime around January 2016. The goal of the study is to further evaluate and identify possible alternatives to relocate the full DPW program.
The designer, Weston & Sampson Engineers, Inc., was selected through Designer Selection in

February 2016. The final report from the study was submitted and accepted on October 28, 2016. The report can be found on the Town website and at the Library. The report reflects a road map for modernizing and reconstructing the DPW Facility currently located at 470 Dedham Avenue.

Three phases have been identified. Phase 1 is to remove the existing fuel island and replace it with a re-locatable fuel island in an area near the abandoned salt shed, which will be removed. Note, this is land under jurisdiction of the School Committee. Phase 2 includes relocating materials and seasonal vehicular storage to the RTS. Phase 3 will lead to the replacement of the existing DPW Garage Facility.

Project Name:	**Rosemary Recreation Complex**
Project Status:	Ongoing
Authorization:	$16,800,000
Budget Status:	On Budget
Architect:	Bargmann Hendrie & Archetype
Owners Project Mgr:	Public Facilities – Construction
Contractor:	G&R Construction, Inc.

At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of $450,000, from Community Preservation Act funding. At the May 2016 Annual Town Meeting, Article 40: Appropriate for Rosemary Recreation Complex design, was approved in the amount of $550,000 for the second phase of the design. At the May 2017 Annual Town Meeting, Article 33: Appropriate for CPA Project – Rosemary Recreation Complex, was approved in the amount of $15,800,000.

Bargmann Hendrie & Archetype was selected through the Designer Selection process in July 2015. Further design funds were appropriated at the May 2016 Annual Town Meeting and the architect continued with the design development and construction document phase.

The facility was closed for the 2017 season due to the expiration of the existing DEP permits. It is anticipated that the facility will be reconstructed and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and later awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and is anticipated to reach substantial completion July 2018.

Project Name:	**Public Safety Building & Fire Station #2**
Project Status:	Ongoing
Authorization:	$390,000
Budget Status:	On Budget
Architect:	Kaestle Boos Associates, Inc.
Owners Project Mgr.:	Public Facilities – Construction
Contractor:	TBD

At the November 2015 Special Town Meeting, Article 10: Appropriate for Fire Station 2 Feasibility Study, was approved in the amount of $50,000.
At the February 2016 Special Town Meeting, Article 3: Appropriate for Police/Fire Station 1 Feasibility Study, was approved in the amount of $90,000.
At the May 2017 Annual Town Meeting, Article 40: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of $250,000.

The architect, Kaestle Boos Associates, Inc. was selected through the Designer Selection process in April 2016 to conduct the feasibility studies for the Public Safety Building on Chestnut Street and Fire Station #2 on Highland Avenue/Webster Street. The two studies were conducted together and included a review of the operational needs of both police and fire departments, assessments of the facilities and space needs, study of demolition, rebuilding and phasing of the projects and cost estimates of various options.

Schematic Design funds were appropriated at the May 2017 ATM. A preliminary estimate for completion of the project will be developed.

Design Development/Construction Documents funding will be requested at the October 2017 STM. Construction funding is anticipated to be requested for FY2019 thru an override b allot vote in November of 2018.

Project Name:	**Memorial Park Building and Grounds**
Project Status:	Ongoing
Authorization:	$425,000
Budget Status:	On Budget
Architect:	Winter Street Architects, Inc.
Owners Project Mgr.:	Public Facilities – Construction
Contractor:	TBD

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - Memorial Park Bldg. & Grounds Feasibility Study was approved in the amount of $50,000. The goal of the study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

The architect, Winter Street Architects, Inc., was selected through the Designer Selection Process in the September 2016. The Memorial Park Trustees were involved in the study. The report was finalized in May 2017 and included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. A complete renovation of the current building was recommended. The renovated building would be handicapped accessible.

At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of $375,000. The appropriation is for engineering and design of the facility for the preparation of construction documents.

Project Name:	**High School Classroom Expansion**
Project Status:	Ongoing
Authorization:	$1,140,000
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr.:	Public Facilities – Construction
Contractor:	TBD

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - HS Classroom Expansion Alternatives Feasibility Study was approved in the amount of $65,000 to review classroom expansion alternatives at the Needham High School. The object was to relieve current overcrowding and to anticipate future student population growth.

An architect, Dore & Whittier Architects, Inc., was selected through the Designer Selection Process in October 2016. The study was completed in June 2017 with several options available to the Town.

Studies were also conducted to assess the pre-mature failure of the chiller and problems with the boiler systems. It is anticipated that any repairs would be done under the larger expansion project. "A" Gym renovations will also be folded into the larger project.

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals in June. Consigli Construction was chosen. Consigli Construction indicated that they could do the work within one summer, if construction could be started in February 2018. This was then adopted into the project timeline.

At the May 2017 Annual Town Meeting, Article 43: Appropriate for High School Expansion Design was approved in the amount of $950,000. The architect will go forward with design and engineering services for the preferred option for the expansion of the High School.

At the May 2017 Annual Town Meeting, Article 42: Appropriate for High School Chiller Replacement Design was approved in the amount of $125,000. The engineering and design for the chiller replacement will be done under Dore & Whittier Architects contract for the H.S. Expansion.

The final Schematic Design Drawings and cost estimates will provide a budget amount for approval at the October 2017 Special Town Meeting.

Project Name:	**Full-Day Kindergarten Space Study Phase 1**
Project Status:	Ongoing
Authorization:	$50,000
Budget Status:	On Budget
Architect:	TBD
Owners Project Mgr.:	Public Facilities – Construction
Contractor:	TBD

At the May 2017 Annual Town Meeting, Article 14: Appropriate for Full-Day Kindergarten Space Study was approved in the amount of $50,000.

The goal is to obtain designer services for the preparation of a Space Study and Cost Estimate that will address the School Committee's objective to provide Full-Day Kindergarten (FDK) within the Needham School District. The District is in the process of constructing a new elementary school on Central Ave (the Sunita L. Williams Elementary School) to replace the existing Hillside Elementary School. The new school is projected to open in the fall of 2019, with four Kindergarten classrooms. This is an important first step in realizing the Full-Day Kindergarten goal. The purpose of this Space Study is to study all of the other schools within the district to determine how to fit the projected 2019 Kindergarten population within the district's existing schools.

An architect for this project is anticipated to be selected in the fall of 2017 and the study should be completed by the spring of 2018.

Project Name:	**Sunita L. Williams Elementary School Outside Play Area and Walking Trails**
Project Status:	Ongoing
Authorization:	$460,000
Budget Status:	On Budget
Architect:	Warner Larson, Inc.
Owners Project Mgr.:	Public Facilities – Construction
Contractor:	TBD

At the October 2016 Special Town Meeting, Article 3: Appropriate for Hillside School Outside Play Area was approved in the amount of $250,000. The project is to design and construct a playing field at the new school on Central Avenue. The work is being done separately from the new elementary school construction by request of the MSBA, because a portion of the land although in Needham, is owned by the Town of Wellesley. Needham has a license from the Town of Wellesley for the use of this land for a playing field and trials.

The designer, Warner Larson, Inc., was selected through Designer Selection in December 2016. The first phase, a walking trail, is anticipated to be done in July 2017 by the Student Conservation Association Inc. Future phases will be done during the construction of the new Sunita L. Williams Elementary School.

At the May 2017 Annual Town Meeting, Article 35: Appropriate for New Elementary School Walking Trails was approved in the amount of $210,000 from CPA free cash. This appropriation will be used in conjunction with the October 2016 STM appropriation to complete the playing field and the trails.

Project Name:	**Town Hall Stair Repairs**
Project Status:	Ongoing
Authorization:	$200,000

Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2017 Special Town Meeting, Article 4: Appropriate for Town Hall Stair Modification was approved in the amount of $200,000. The project will modify and repair two staircases in the new section of the Town Hall to bring the raiser height into code compliance.

The original architect for the project, McGinley Kalsow & Associates, Inc. will assist in the design for the modified staircases. It is anticipated that the work will be done during the winter of 2017 2018.

Project Name: **Fuel Island Relocation & Upgrade**
Project Status: Ongoing
Authorization: $1,320,000
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: MECO Environmental Services

At the May 2017 Annual Town Meeting, Article 44: Appropriate for Fuel Island Relocation & Upgrade was approved in the amount of $1,320,000. This project puts in motion Phase 1 of the road map for modernizing and reconstructing the DPW Facility as outlined in the DPW Relocation Feasibility Study by removing the existing failing fuel island and replacing it with a re-locatable fuel island in an area near the abandoned salt shed. The project will encompass installation of the new fuel island, demolition of the existing fuel island and fuel storage tanks and removal of the old salt shed next to 470 Dedham Avenue.

Weston & Sampson Engineers, Inc. will continue as designer from the DPW feasibility study. The project received bids in June 2017. MECO Environmental Services was awarded the contract.

It is anticipated that the work will be done during the summer and fall of 2017 with substantial completion in November 2017.

Project Name: **DPW Storage Facility Feasibility Study**
Project Status: Ongoing
Authorization: $150,000
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of $150,000. The project will investigate locating a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately

14,000 square feet of storage space is required to fulfill DPW programming needs as determined by the DPW relocation feasibility study. Weston & Sampson Engineers, Inc. will continue as designer as a continuation from the DPW feasibility study.

LOOKING FORWARD

Upcoming future projects include continuation of design for the Public Safety Complex & Fire Station #2, Memorial Park Building and Grounds, construction of the new Sunita L. Williams Elementary School, Rosemary Recreation Complex and High School Classroom Expansion and the reconstruction of the DPW Facility at 470 Dedham Avenue.

Support for the School Department includes evaluating continued occupation and future renovations to the Emery Grover Building. In addition, projects anticipated include refurbishment of the Hillside Elementary School envisioned to be used as potential future swing space for School Administration, Mitchell Elementary School rebuild and Pollard Middle School addition and renovation. The above projects are included as part of the most recent Master Plan. Construction and/or renovation to existing elementary schools for the implementation of Full Day Kindergarten will be on the horizon.

The Permanent Public Building Committee is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.

PUBLIC FACILITIES – BUILDING MAINTENANCE

Carys Lustig, Acting Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Andrew Hall, Facility Operations Shift Supervisor
Cecilia Simchak, Administrative Analyst
Jenissa Aybar, Department Specialist
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which has been in existence since 1995. At the end of June 2017, the Public Facilities Department, Operations Division reorganized. It was moved under the direction of the Department of Public Works and was renamed the Building Maintenance Division.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Center at the Heights (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY2017 HIGHLIGHTS

Broadmeadow Elementary School:

- Replaced a section of the flooring
- Upgraded intercom system in compliance with ALICE standards
- Replaced fan motors on RTU1 and RTU2
- Repaired multiple roof leaks
- Repaired boiler 2
- Repaired windows

Daley Building:

- Updated tools

Needham High School

- Replaced the VFD for RTU4
- Repaired the elevator
- Repaired RTU9
- Repaired roof leaks throughout the building
- Repair the tractor
- Insulated boiler 4
- Applied cracksealing to the parking lot
- Repaired the anchor and flooring in the B Gym
- Replaced windows throughout the building
- Replaced gas pressure regulator in boiler 4
- Changed supply fan motor for RTU2

Hillside Elementary School

- Repaired uninvent motor
- Repaired various areas of the roof
- Replaced multiple windows throughout the building
- Inspected the boiler and cleared blockage
- Replaced sections of the floor throughout the building
- Painted the exterior of the building
- Cleaned the ducts throughout the building
- Replaced plastic windows with glass

Mitchell Elementary School

- Installed additional airphone monitors in the front office
- Applied cracksealing to the parking lot
- Repaired bathroom stalls throughout the building
- Upgraded the lighting to LED

Newman Elementary School

- Repaired concrete steps
- Repaired the air conditioning in the media center
- Stopped the radiator leaking
- Replaced broken windows throughout the building
- Repaired the GPS unit in the clock system

Pollard Middle School

- Repaired various roof leaks throughout the building
- Repaired the fan in the kitchen hood
- Repaired dry walls throughout the building
- Reconfigured the media center and front office
- Installed and painted walls in the new front office
- Replaced multiple blinds throughout the building
- Applied cracksealing in the parking lot
- Repaired sections of the main entrance sidewalk
- Finished replacing lockers throughout the building
- Repaired the wall in the Green gym and replaced wall padding
- Relocated the airphone
- Installed new safety edge in elevator
- Replaced the seating in the auditorium
- Renovated one bathroom to include handicap accessibility
- Upgraded the lighting in the auditorium

Town Hall

- Repaired the overhead transaction granite counter
- Repaired multiple roof leaks throughout
- Repaired the door
- Replaced the DAU
- Repaired hand rails and ramps in the building
- Repaired the back flow preventer
- Repaired broken roll up window

High Rock School

- Installed room darkening shades in multiple rooms
- Certified data cables

Transfer Station

- Repaired the roof
- Connected plumbing services to the trailer

Eliot Elementary School:

- Repair leaking coil
- Repair generator
- Replace section of boiler 1
- Replace windows throughout the building
- Apply cracksealing to the parking lot
- Replaced the domestic hot water heater
- Cleaned the ducts throughout the buidling

Emery Grover:

- Repaired fire alarm panel
- Apply cracksealing to the parking lot
- Remodeled an office

Memorial Park

- Replaced window

Library

- Secured all ceiling panels
- Repaired the irrigation system
- Converted lighting to LED
- Repaired the hydraulic ram for the elevator
- Cleaned the ducts throughout the building

Department of Public Works:

- Removed underground storage tank
- Replaced the skid on the generators
- Asbestos abatement in the garage
- Repaired piping throughout the garage
- Upgraded the lighting to LED

Public Safety Building:

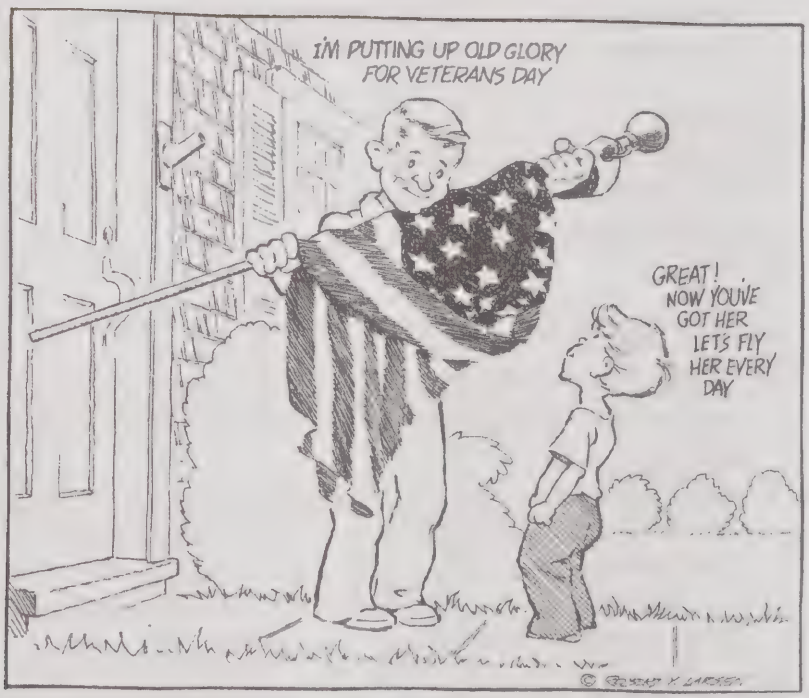
- Repair air conditioning
- Cleaned the ducts throughout the building

Fire Station #2:

- Repaired radiator

Charles River Water Treatment Plant:

- Upgrade to LED lighting
- Replace bladder in expansion tank



COMMUNITY SERVICES

COMMISSION ON DISABILITIES

***Elaine Saunders, co-chair, Jeanie Martin, co-chair**, Susan Crowell, secretary, Tatiana Swanson, treasurer and ADA liaison, and members Corrine Burke, Debbi Heller, Bruce Howell, Barbara Moss, and Dale Wise. Liaison to the School Committee is Trisha Mullen; Needham Police Department Community Service Officer is Karl Harmon; Consultant from MetroWest Center for Independent Living is Paul Spooner.*

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July and August, and if needed there is a meeting in December. NCOD has the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

Push-Pull Door Pressure Gauge	$ 58
Printing costs of NCOD Brochure	200
Handicapped Parking signs	259
TOTAL	$ 517

FY2018 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including 560 Hillside Avenue, Mandarin Cuisine restaurant, Rosemary Park and the Needham Public Library.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.

- Advised the Superintendent of the Highway Department, the Town Engineer and the Needham Police about the necessity of providing and maintaining accessible pedestrian signals at pertinent crosswalks in Needham.
- Continued to sponsor a Needham resident who has been trained to assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from handicapped parking violations.) The grant application can be found on the NCOD website.
- Updated and distributed the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Consulted with architects, project managers and the director of Needham Parks and Recreation regarding the Needham High School cafeteria expansion, the proposed new Hillside School and the Rosemary Recreation Project to ensure that compliance with ADA and AAB is achieved.
- A guest speaker from the Massachusetts Office on Disability presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- A guest speaker from the Massachusetts Commission for the Deaf and Hard of Hearing presented information on hearing enhancement options.
- An NCOD member, a trained town volunteer and the Town Clerk continued to work together to promote use and understanding of the Automark voting machine which allows persons with visual disabilities to vote independently.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.
- An NCOD member completed Community Access Monitor training that was sponsored by the Massachusetts Office on Disability.
- Two NCOD members attended a MOD District Commission Conference.
- An NCOD member attended a meeting at the Department of Transportation regarding changes in RIDE policies and followed up by submitting letters to local legislators expressing concern about reductions in service.
- Communicated with Town of Needham officials concerning the need for improved accessibility to the town's website.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- A member of the Board of Residence Association at Linden/Chambers Housing Authority gave a presentation on environmental hazards and handicapped accessibility.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2019 FORECAST/GOALS

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance

with MAAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.

- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To serve as a host for an upcoming MOD sponsored advanced Community Access Monitor training.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To participate in the Downtown Streetscape Committee and the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from handicapped parking fines for the specific benefit of persons with disabilities in the community.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochure throughout the town.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Members:	*Appointed by:*	*Staff:*
Gary Crossen, Chairman	*Board of Selectmen*	
Mark Gluesing, Vice Chair	*Town Moderator*	*Patricia Carey, Staff Liaison*
Paul Alpert	*Planning Board*	*Kristen Wright, Recording Secretary*
Robert Boder	*Historical Commission*	
Artie Crocker	*Conservation Commission*	
Bob Dermody	*Board of Selectmen*	
Chris Gerstel	*Park and Recreation Commission*	
Peter Pingitore	*Housing Authority*	
TBD	*Town Moderator*	

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing." Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2017 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of $417,108 from the Commonwealth in December 2016, a 20.58% match. The percentage from the state has varied from a low of 20.58% to a high of 100%. In total, $7,631,362 has been received from the state as of December 2016. There is legislation reviewing how the state funds the Community Preservation Fund, especially in light of the addition of new communities, including the City of Boston.
- The Town collected $2,136,893 in FY'17 through the local surcharge.
- The Committee held a public hearing in March 2017 to gather public input on the proposals under review for funding.
- At May, 2017 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

$ 860,000	Town Manager	Construction: Reservoir Accessible Trail
$ 210,000	School Department	Construction: Williams School Trail
$ 35,000	DPW	Design: Field Renovation at Cricket Field
$ 4,000,000	Park and Recreation	Rosemary Recreation Complex
$ 8,000,000	Park and Recreation	Debt: Rosemary Recreation Complex

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling $341,831 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

The Community Preservation Fund has provided financial support to sixty (60) projects, with a total of $37,531,352.

Community Housing total	$ 1,444,500
Open Space total	$ 2,084,619
Historic Preservation total	$ 15,301,733
General and Recreation total	$ 18,700,500

GOLF COURSE ADVISORY COMMITTEE

Daniel Dain (Chair), Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Mary Grace Summergrad, Chris Gerstel

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for "any lawful municipal purpose" upon action by the Town Meeting. Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2016 HIGHLIGHTS

- The Committee met with Club President Kevin McNamara and Club Vice President Phil Atwood twice during 2017, on April 24 and November 13. In 2018, Phil Atwood will become the new Club President, and Chris Pooley will become the new Club Vice President.
- At the two meetings, the Committee reviewed with the Club's leadership the Club's compliance with the terms of the Lease, including rights of winter recreation, Needham High

Golf Team access, and resident days; as well as resident composition of newly accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.

- The Club reported that fewer than 90 percent of new members for the calendar 2017 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.

HUMAN RIGHTS COMMITTEE

Abdul Cader Asmal (Clergy Association)
Cynthia Ganung (Clergy Association, IJTF, Diversity Initiative)
Kerry Hurwitch
Amelia Klein (Diversity Initiative)
John Kraemer (liaison – NPD)
Ashok Mehta
Bud Schram
Dan Rubin
Jennifer Howard Schroeder (Chair)
Matt Schroeder (NHS)
Marlene Schultz (Vice-Chair)

CHARGE, ***Approved August 12, 2008***

Created in 1995 by the Board of Selectmen, the mission of the Human Rights Committee is to address matters pertaining to human and civil rights and problems related to thereto that may arise in the Town.

The charge of the Committee is to:

1. Advocate appreciation and respect for human and civil rights in our Town (Education);
2. Organize and/or recommend community events to constructively promote respect for human and civil rights in our Town (Community Outreach);
3. Provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices in response to issues that challenge the human and/or civil rights of any individual or group in our Town (Community Response).

NHRC LOGO

The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Board of Selectmen.

> *The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.*

MEETINGS

Human Rights Committee meetings are usually held the *third Thursday* of each month at Needham Town Hall, Highland Room, 7:30-9:00 pm. Meetings are open to the public and all meeting dates and agendas are posted on the Town website. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

SPONSORED COMMUNITY EVENTS

Organizing community events and educational forums related to human rights plays a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2017.

Diversity and Dessert and a Concert in the Park – **July 21, 2016 Memorial Field**

In an effort to cultivate relationships, celebrate the diversity of Needham and enjoy the arts, an outdoor community-building event took place at Memorial Field. In addition to enjoying

desserts and a concert by the Needham Community Band, participants learned about the important work of the co-sponsors of the event - the Needham Diversity Initiative and the NHRC. Display stands and materials provided information about the organizations and publicized future events related to diversity and human rights themes.

***Needham 5th Annual Diversity Summit* – November 19, 2016 Pollard Middle School**

The Needham Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity - of socioeconomic status, race, sexual orientation, gender (including identity and expression), religion, ethnic identity, ability and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the confidence to share their experiences and voices, and to provide a safe and inviting space for audiences to listen and respond. The NHRC was a co-sponsor of the day-long event. NHRC members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. NHRC members also led workshop sessions, an integral part of the Diversity Summit program.

***Human Rights Day* – December 20, 2016**

The Needham Board of Selectmen made a statement in recognition of Human Rights Day, which was promoted by the NHRC. The statement is posted on the NHRC Town Hall webpage.

In recognition of Human Rights Day, we wish to remind all our residents that Needham is committed to creating and fostering a welcoming and safe community for all who live and work here. This commitment means we reject discrimination or acts of hate based on a person's race, color, gender identity, ethnicity, religion, sexual orientation, citizenship, ancestry, family marital status, ability, source of income, military status, or age. Further, we remain diligent in celebrating and practicing diversity, inclusion, and respect in every possible aspect of life in Needham. We therefore ask our community to recognize Human Rights Day, finding the humanity within each other and to stand united with those most vulnerable among us.

[Vote of the Board of Selectmen 12/20/2016]

Martin Luther King Jr. Day Celebration **- January 16, 2017 Needham High School**

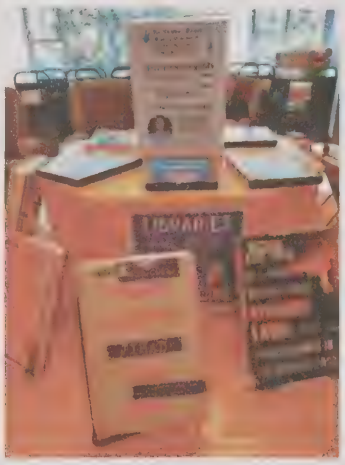
This annual community event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. The central focus of the MLK Day is children. Most of the performances are by or for children of all ages. An annual highlight is a combined choir of children from diverse Needham communities and groups. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. Other program highlights included a keynote speaker, storytelling activities for children, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event. Additional sponsors were The Clergy Association, the Needham School Department and its METCO Program, and the Needham Diversity Initiative. (Photo courtesy Needham Diversity Initiative, Inc. needhamdiversity.org).

Human Trafficking "Hidden in Plain Sight" **- March 9, 2017 Powers Hall, Needham**

George Goneconto (Moderator), Chief John Schlittler, Deborah O'Hara Ruschowski, Steven Procopio, Peter DiMarzio

The Needham Human Rights Committee partnered with Needham PATH – People Against Trafficking, whose mission is to prevent human trafficking in Needham and in Norfolk County, for an event in Needham. Guest speakers included Needham Chief of Police John Schlittler; Deborah O'Hara-Rusckowski, a delegate at the United Nations; Steven Procopio, LICSW and Consultant for Human Trafficking; and Peter DiMarzio, Homeland Security Investigations Victim Assistance Specialist. Speakers shared their professional experiences in working against human trafficking globally and locally. They identified possible indicators of human trafficking, and stressed the need to educate the public to recognize risk factors and indicators which exist in our communities that are "hidden in plain sight".

Understanding ISIS and Combatting the Threat **– May 9, 2017 Center at the Heights**



- Craig Considine, a Needham native and Needham High School graduate, returned to educate the Community about ISIS at an event sponsored by the NHRC and the Needham Public Library's "Needham Free Public Forum" program. Professor Considine is currently a faculty member in the Department of Sociology at Rice University in Houston. His work focuses on Islam, Muslims in American Society, Interfaith Relations, the Sociology of Religion, Race and Ethnic Relations, and Social Problems. Following his presentation, Professor Considine responded to questions from the audience which addressed conflicting perspectives and approaches to combatting terrorism. Approximately 115 people attended the forum.

Suitcase Stories **– June 22, 2017 Trip Advisor, Needham**

Suitcase Stories Live was one of a series of storytelling performances organized by IINE – the International Institute of New England that took place in Needham. The purpose was to honor refugees and immigrants and to raise funds to support IINE's programming. The performance featured foreign and U.S.-born residents who shared their personal refugee or immigrant related stories. The event was held and hosted at Trip Advisor headquarters in Needham around

World Refugee Day. The NHRC was one of several Needham Community co-sponsors of the event.

COMMUNITY RELATIONSHIPS

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

- **NEEDHAM HOUSING AUTHORITY**
  Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee's goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee.
- **MEDIA SOURCES**
  The NHRC has developed close links with local media sources. Direct contact with editors and journalists has helped the Committee promote its events and generate interest in human rights. Committee members have attended information sessions organized by the Needham Times and have had opportunities to meet the staff, learn how and when to send press releases and calendar listings, and how to "pitch" a story for their organization. The Needham Times has been supportive of the mission of the NHRC and has highlighted its work in major articles and guest columns. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.
- **NEEDHAM PUBLIC SCHOOLS**
  Members of the Committee have met with the Superintendent and Needham Public School officials to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups. In October 2016, the student representative led a workshop for high school students at a NHS event to explore the "all school read" The Other Wes Moore: One Name, Two Fates. The workshop explored the school to prison pipeline. In November 2016, four members of the NHRC presented a workshop, "What are Human Rights" at the Pollard Middle School STA (Students Take Action) Day. In February, 2017, Needham residents raised concerns to the NHRC about a long- standing practice in the Needham middle schools that purportedly used, at least in part, a student's apparent race in determining cluster placement. Throughout the spring 2017, NHRC members met

with Needham Superintendent Gutekanst and residents to explore possible solutions to the issues raised.

- **NEEDHAM COUNCIL ON AGING**
  The co-chairs of the NHRC have corresponded with the Executive Director of the Council on Aging to plan events at the Center at the Heights to accommodate the needs of older adults. The Director has been supportive in helping the Committee reserve dates and space at the Center to host key events. The Center staff members have generously given their time and energy in organizing and facilitating event activities. One event was held at the Center at the Heights this past year (*Understanding ISIS and Combatting the Threat* – May 9, 2017).
- **NEEDHAM DIVERSITY INITIATIVE, Inc.**
  The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work or study in Needham. Many are educators and have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Needham Clergy Association, or Immigration Justice Task Force). The NDI organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Board of the Needham Diversity Initiative. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration. The NHRC co-sponsored a community building event with the NDI - *Diversity and Desserts at Memorial Field* on July, 2016, and co-sponsored *Race Amity Day* on June 2017 together with the Needham Diversity Initiative and the World of Wellesley.
- **NEEDHAM CLERGY ASSOCIATION**
  Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, NHRC members participated in a race dialogue pot luck dinner sponsored by the Needham Clergy Association and the Cooperative Metropolitan Ministries.
- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE**
  One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.
- **NEEDHAM REFUGEE RESETTLEMENT PARTNERSHIP**
  Several Needham faith-based and community organizations have formed a consortium to 1) inform Needham residents about the global and national refugee resettlement crisis, 2) explore ways to create community partnerships to help transition immigrants in the Boston area, and 3) consider the possibility of becoming partners in the *Resettle Together – Partners in Local Refugee Resettlement program.* The International Institute of New England (IINE) is one of three resettlement agencies in Massachusetts that provides many

opportunities for surrounding partnering communities (such as Needham) to support the resettlement process through advocacy, pre-arrival support, social events, and working directly with clients. Two members of the NHRC serve on a steering committee for the consortium project.

- **NEEDHAM FREE PUBLIC LIBRARY**
  In October 2016, Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote a respect for diversity in the town through programming and educational forums. As a result of these discussions, the Library and the NHRC co-sponsored a May 2017 event titled *Understanding ISIS and Combatting the Threat*, featuring Professor Craig Considine of Rice University (and Needham High School alum). The NHRC continued collaboration with the Library through co-sponsorship of its *One Book One Community Program*. Throughout the summer, the Library made available copies of In the Country We Love: My Family Divided, by Diane Guerrero. In conjunction with several community groups, including the NHRC, the Library hosted numerous community meetings to discuss the important themes presented in the book about the implications of immigration policy in the United States.
- **REPRESENTATIVE DENISE GARLICK**
  In January 2017, Representative Denise Garlick contacted the NHRC to begin discussing convening a coalition of community leaders to promote respectful dialogue about issues impacting human rights. Additionally, NHRC members participated in a meeting called by Representative Garlick to address the Town's position on adopting immigration enforcement policies proposed by the American Civil Liberties Union. The meeting, which held approximately 30 participants, featured discussion by Selectwoman Marianne Cooley, Police Chief John Schlittler, immigration advocate and town resident, Ken Farbstein, and Representative Garlick.
- **NEEDHAM WITNESS FOR JUSTICE EMPOWERMENT FAIR**
  In January 2016, at the request of a Needham resident, the NHRC co-sponsored a special event, held at Needham First Parish, which offered residents of Needham the opportunity to network with many local groups active in the Town to promote human rights. At this event, participants heard from leaders of various groups and brainstormed about ways they could coordinate efforts in the Town Community.

HUMAN RIGHTS RESOURCE GROUPS

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

- **MASSACHUSETTS ASSOCIATION OF HUMAN RIGHTS AND RELATIONS COMMISSIONS (MAHRC)**
  The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and

intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.

- **PEOPLE AGAINST TRAFFICKING of HUMANS (PATH)**
  NEEDHAM PATH's mission is to prevent human trafficking in Needham and in Norfolk County. Their goal is to raise awareness through education, advocacy and collaboration. From the beginning Needham PATH has had a strong relationship with the U.S. Department of Homeland Security Victim Assistance Program. PATH continues to develop ongoing collaboration with other agencies within our local communities. There is a great need to educate the public to be able to recognize the risk factors and indicators which exist in our communities that are "hidden in plain sight". Many Needham PATH members have been trained by organizations such as the U.S. Department of Homeland Security and are available for speaking engagements to educate and raise awareness about human trafficking.

NEEDHAM HISTORICAL COMMISSION

Richard Hardy, Chair, Carol Johnson Boulris, Don Lankiewicz, Rose Doherty, Gloria Greis, Jeffrey Heller, Miles Shore, M.D.

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

FY2017 ACTIVITIES

- Over the course of the year the Historical Commission met with the owners of 56 Howland St (Frank Jones House), 50 Maple Street (Clara June Crafts house) 60 Maple Street (Emery Grover House) for renovation, repairs for their historical houses.

- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, Town common planning, Large House Study Committee and as a designated member of the Community Preservation Committee.

CPC

- The Commission met with Newton Lower Falls residents and representatives of the MWRA regarding the restoration / repair of decorative railings on the Sudbury Aqueduct (Echo Bridge). The Commission supported the initiative to utilize CPC funds to assist in this effort.

COOK'S BRIDGE REPAIR / RESTORATION

- The Commission worked closely with the Newton Upper Falls Historical District Commission on the restoration and repair of Cook's Bridge (Eliot / Central Ave.) The Needham Historical Commission took the lead in drafting the content (history, photos and maps) to be used for the content of the interpretive historical panel in place today at the bridge. The Commission would like to thank commission member Gloria Greis for her work in creating the content for the interpretive panel.

NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES
Rose A. Doherty, Chair, Lois C. Bacon, Richard C. Hardy, Thomas M. Harkins, Margaret L. Pantridge, Gregory J. Shesko, Carol J. Thomas

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.

The library will be a vibrant and welcoming place for all people to gather, meet, and learn.

The library will create opportunities for programs, services, and outreach, by building partnerships with institutions, such as schools, businesses, and organizations.

MISSION STATEMENT

The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

***Library Staff**: Ann C. MacFate, Director, Demetri Kyriakis, Assistant Director, Diane T. Browne, Technical Services Supervisor, Paula A. Dugan, Children's Supervisor, Stefanie L. Claydon, Reference Supervisor, Danielle Tawa, Technology Specialist Archivist, Gay Ellen Dennett, Reference Librarian Program Specialist, Sarah N. Breen, Reference Librarian AV Specialist, Deborah A. Lovett, Circulation Supervisor, Carolin S. Davis, Assistant Children's Librarian, Manuela R. LaCount, Assistant Cataloger, Karen H. Donaghey, Library Assistant, Lu-Ann M. Caron-Leslie, Library Assistant* ***Part-Time Reference Staff**: Jeffrey R. Arnold, Erin G. Bassett, Judith E. Nudelman, Leigh R. Rudikoff* ***Part-Time Children's Staff**: Elise R. Katz, Veronica L. McCarthy, Erica M. Ruscio, Diane L. Shetler* ***Part-Time Administrative Assistant**: Jenna A. White* ***Part-Time Library Assistants**: Sandra J. Bedigan, Annalisa Bishop, Charlotte R. Buxton, Phyllis J. Cashman, Frances P. Gillespie, Judith G. Johnson, Janet S. Krawiecki, James Lawrence-Archer, Cheryl Miller Smith, Christine M. Moynihan, Deborah J. Reardon, Sebastien B. Sulser, Nancy D. Teich, Joan P. True* ***Custodial Staff:** Angel R. Lopez, Raymond B. Cranton, Howard R. Egerton*

FY2017 HIGHLIGHTS

JULY

- 671 children participated in the Summer Reading Club "On Your Mark, Get Set…Read!"
- In the latest *National Citizen Survey*, 98% of local survey-takers rated Needham as a "safe place to live," and 93% were happy with the library.

AUGUST

- Boston Bruins mascot Blades the Bear visited the library and encouraged children to keep reading during the summer.
- More than 11,000 people looked at a photograph of Calvert's Needham Heights store, as part of the Throwback Thursday *Facebook* feature.
- New Cork bulletin boards installed at the Rosemary Street Parking lot entrance and lobby.

SEPTEMBER

- Popular lecturer Dr. Gary Hylander returned with a new series, *The Roaring Twenties: Ford, Flappers, and Fitzgerald.*
- The afternoon and evening book discussion groups resumed, with the afternoon group reading *All the Light We Cannot* See by Anthony Doerr and the evening group reading *Americanah* and *We Should All Be Feminists* by Chimamanda Ngozi Adiche.
- The library's expanded Sunday service hours (from 1 – 5:00 p.m. to 1 – 7:00 p.m.) were met with great enthusiasm.
- The Minuteman Library Network successfully introduced its Mobile APP.
- The Reference Department introduced a new World Language Book Collection.
- The Children's Department was awarded a Library Services and Technology Act grant that provided funding for a STEAM Center.

OCTOBER

- The Friends of the Needham Public Library held another incredibly successful fall book sale.
- The recently established Library Staff Diversity Committee voted to hold a "One Book, One Community" program.
- People Counters installed at both entrances to provide an accurate count of the number of people who enter the library building.
- The Reference Department held well-attended "iPad for the Absolute Beginner" classes.

NOVEMBER

- The first session of the 2017 McIver Lecture Series, *Health and Wellness*, featured Dr. Susan Newman. Her subject was "When Someone You Know Has Depression."
- The Massachusetts Board of Library Commissioners certified the library for FY17.
- The Library Foundation of Needham finished installing donor names on the balustrade.

DECEMBER

- 1,087 people enjoyed six New Year's Needham children's programs—two programs each of *Magic by George, Debbie and Friends,* and *Storyteller Shawn Middleton.*
- The Children's Department held the grand opening of its new STEAM Center.

JANUARY

- Popular local lecturer Bob Begin presented a program on the "Mutiny on the *Bounty.*"
- History lecturer Dr. Gary Hylander introduced his new series, *All Rise: A History of the Supreme Court.*

FEBRUARY

- Dr. Qi Sun presented the second McIver Lecture *Health and Wellness* program, "Type 2 Diabetes: Are Food Choices a Key to Prevention?".

MARCH

- The library joined with the Needham Diversity Initiative to present the program, *Evolution of Gender.*
- The Massachusetts Horticultural Society's Plantmobile presented a children's program on seeds and growing plants.
- The third and final McIver Lecture Series *Health and Wellness* program focused on the training of Capuchin monkeys as people helpers.
- More than 3,600 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the complementing fantastic floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in Bloom show.
- The Children's Room presented its STEAM Center at the 31st Annual Library Legislative Day held at the Massachusetts State House.
- The library team finished in first place at the Needham Education Foundation Spelling Bee

APRIL

- A nine-camera security system was installed.

MAY

- The Library Foundation installed a plaque in memory of Marguerite M. Ryan at the Circulation Desk.
- The Library Trustees began discussing the lack of individual study rooms during the afternoon.
- Assistant Director Demetri Kyriakis and Children's Supervisor Paula Dugan were presenters at the Massachusetts Library Association's Annual Meeting. The Children's Department was given a publicity award for its 2016 Summer Reading Program publicity.

- The Town installed a solar phone-charging station at the library.
- The Board of Trustees agreed to engage in a "One Book, One Community" program, using Diane Guerrero's book, *In the Country We Love*.
- The Needham Free Public Library and the Needham Human Rights Committee sponsored Dr. Craig Considine's lecture "Understanding ISIS and Combatting the Threat."

JUNE

- Use of the library's downloadable programs continued to increase in FY17 with downloadable book use increasing by 25.4%, and downloadable magazines by 40.3%
- More than 333,000 people visited the library in FY17.
- During FY17 the Children's Department held a record 424 programs, with a record breaking 17,346 children in attendance
- The library sent 55,937 items to other libraries to fill requests and other libraries sent 64,843 items to Needham to fill patron requests.

FY2018 FORECAST

The Library Trustees and staff will continue to work on the recently established diversity initiative. Downloadable books, magazines, films, and music will continue to increase in popularity; however, use of print materials will continue to remain as the most popular library service. The Library will continue to experiment with a variety of databases, in order to offer citizens the information that they seek.

DONATIONS TO THE LIBRARY

During FY17, sixty-six people volunteered 1,562 hours of service to the library. Volunteers mended the library's books, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and members of the Friends of the Library and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. Additionally, the Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children's library programs; books, playaways; DVDs; audio books; young adult books, graphic novels, audiobooks, and playaways; and the *ArtistWorks for Libraries* database. The Library Foundation of Needham provided funds for many of the library's programs and audiovisual and World Language Book Collection purchases, as well as a pass to the Concord Museum. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY17 include:

Needham High School Community Classroom Program
The Needham High School Anime Club

Volante Farms
Children's Room World language storytime presenters

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY17. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY2015	FY2016	FY2017
Memorials & Cash Donations	$43,015	$22,555	$61,566
Value of books, DVDs, etc. donated	$5,342	$4,805	$6,533
DEPARTMENTAL STATISTICS			
Adult Department			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	302,867	302,171	293,259
Items loaned to other libraries	63,120	61,613	55,937
Items borrowed from other libraries	60,595	66,390	64,843
Total money returned to Town from fines, fees, lost books, etc.	$54,350	$42,091	$39,798
Reference Department			
Reference questions answered	17,974	18,242	17,912
Directional questions answered	4,133	6,784	8,408
# people using Genealogy Room	64	100	85
# people using Study Rooms	5,011	6,394	6,831
Remote Access	261,555	255,752	237,850
Children's Department			
Circulation (books, DVDs, CDs, periodicals)	210,600	213,527	207,804
Reference questions answered	12,048	13,717	18,344
Story times and other programs	368	379	424
Attendance at programs	12,078	14,311	17,346
Catalog Department			
Adult books added to collection	7,185	6,498	7,361
Adult books withdrawn	10,387	11,395	5,725
Children's books added to collection	2,596	3,910	11,088
Children's books withdrawn	4,404	2,460	9,489
Audio items added	1,487	1,106	1,265
Audio items withdrawn	427	904	627
Visual items added	1,641	1,961	2,070
Visual items withdrawn	1,451	1,428	985
Total Collection	174,979	171,951	175,273
MISCELLANEOUS STATISTICS			
# Registered borrowers	19,103	18,492	18,214

	FY2015	FY2016	FY2017
Total Hours Open	3,328	3,392	3,437
Attendance	342,488	343,858	333,543
# of Community Room Bookings	489	510	586

NEEDHAM HOUSING AUTHORITY

Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 65 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 416 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667) Elderly/disabled	Linden & Chambers Street	1 BR
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	1 BR
46	Federal Elderly/disabled	Seabeds Way	1 BR
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	2 & 3 BR
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
100	Federal Section 8	Housing Choice Vouchers	Scattered in private housing

Needham Housing Authority provides executive and management services to Wellesley Housing Authority through a management agreement. Wellesley Housing Authority owns and/or manages 235 units of state subsidized family and elderly housing, and has 11 federal Section 8 vouchers.

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners' service expires in the following manner:

	Office	Term expires
Reginald Foster, Governor's Appointee	Chair	Mayl 2021
Scott Brightman	Vice Chair	April 2019
Karen Hughey, Resident Commissioner	Treasurer	April 2021
Andrew Cohen	Commissioner	April 2018
Peter Pingitore	Commissioner	April 2020

STAFFING

The Executive Director currently supervises six administrative staff employees and five maintenance staff employees at Needham Housing Authority as well as four administrative staff employees and four maintenance employees at Wellesley Housing Authority.

Needham Housing Authority administrative staff is composed of the following individuals:

Executive Director	Paul Dumouchel
Assistant Executive Director	Patricia Edmond
Director of Leased Housing	Vacant
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Hien Tran
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals:

Facilities & Maintenance Manager	Gary Kuphal
Maintenance Foreman	Bryan Trundley
Maintenance Mechanic	Dan Mann
Maintenance Mechanic	Al Conti
Maintenance Mechanic	Gregory Gillis

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

BUDGET DATA

Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with Wellesley Housing Authority, Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2016 and was performed by Guyder Hurley, Certified Public Accountants.

FY2017 HIGHLIGHTS

- The NHA entered into a contract with Abacus Architects for a comprehensive evaluation of all NHA properties to identify redevelopment/modernization opportunities.
- Capital improvement projects included 5 roof replacements.
- Additional capital improvement projects included boiler replacement at Mathews House, our 689 development.
- Two HUD REAC inspections were performed in 2017. The NHA scored a 96 on the Seabeds/Captain Robert Cook inspection and an 87 on the High Rock inspection. We are in the process of appealing a couple of findings on the High Rock inspection to obtain a higher score.

WAIT LIST

- The average wait time for a one bedroom unit is one to two years; The two and three bedroom list was reopened, and the wait for four bedrooms is over 5 years.

PERSONNEL

- Patricia Edmond was promoted to Assistant Executive Director in April 2017.
- Penny Kirk retired as the Resident Services Coordinator in May of 2017.
- Hien Tran was hired as the new Resident Services Coordinator in June of 2017.

HIGH ROCK ESTATES

The High Rock Estates family housing consists of 60 single family homes located on Fairview St., Memorial Circle, Yurick Rd., Murphy Rd., and Linden St. The homes are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN/CHAMBERS STREET SENIOR HOUSING

The Linden/Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals. The Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current units with modern, one bedroom apartments with increased accessibility for disabled residents.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden/Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

Captain Robert Cook Drive is a family complex, which receives funding from the Department of Housing and Urban Development. Upgrades this year included improvements to the playground area. Seabeds Way, a senior complex, funded by the Department of Housing and Urban Development, suffered significant winter damage, and has been under reconstruction throughout the year. Residents remained in place during reconstruction. Annual federal capital funds and an emergency capital fund grant were used to partially fund the repairs.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations and businesses including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School, The Needham Community Farm, Noble and Greenough School, Needham Parks and Recreation Department, the Linux Club, and the Kalmia Club, and several churches and synagogues. These important partnerships provide residents with additional services and opportunities.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. Hien Tran, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program.The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com.The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M.

PARK AND RECREATION COMMISSION

Park and Recreation Commission
Matthew M. Toolan, Chairman
Christopher J. Gerstel, Vice Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member
Staff
Patricia M. Carey, Director
Robyn Fink, Assistant Director
Allan Sobon, Recreation Supervisor
Kristen Wright, Administrative Specialist

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2017 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation:* protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness:* leading the community to improved health and wellness through parks and recreation; and *Social Equity:* ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

Rosemary Recreation Complex

The Summer of 2016 was the 45th and final year of operation for Rosemary Pool. Celebrations were held throughout the summer, including a good-bye party in August, and lots of past patrons and staff returning for final visits up to the final day on August 26, 2016 when it took an hour for the final swimmer to exit the pool.

Though sad for the end of the era, work continued throughout the year on design and permitting. At the Annual Town Meeting in May 2017, construction funds were approved for the new Rosemary Recreation Complex. The building was cleaned out, with supplies moved into storage. Construction began in June 2017 of a new recreation pool, new lap lane pool, a spray deck, new bathhouse, and on the second floor, a large multi-purpose room for Park and Recreation programs, and office space for both the Park and Recreation Department and the Health Department. Two larger parking lots will almost double the amount of parking available. It is anticipated that the new complex will be open in Summer 2018.

Economic Benefits

- Commission waived Summer Program and Rosemary Pool fees of over $21,500 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a decrease from prior years, in part due to there not being pool pass sales in spring 2017;
- Commission generated almost $243,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating almost $421,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- Louise Condon Realty, Dedham Institute for Savings Bank, Roche Bros, Copley Motorcars, and many Needham residents donated funds in support of the 2017 summer Arts in the Parks concert series. Parent Talk and Rep. Denise Garlick were the generous donors for the 2017 Children's Theatre performances;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields and other related projects including the Memorial Park Building, and the balance after May 2017 Town Meeting was approximately $2.5 million for synthetic turf replacement and about $1.8 million for other future projects;
- Director served as staff liaison to the Community Preservation Committee;
- Projects funded from Community Preservation Funds in FY'17 included the construction funds for a new Rosemary Recreation Complex; construction funds for the Needham Accessible Reservoir Trail; design funds for renovation of the fields at Cricket Field; and construction funds for a new trail at the soon to be new elementary school on Central Avenue.

Community Benefits

- They Bay Colony Rail Trail enjoyed its first full year of operation, with residents regularly using the trail throughout the year. Future projects include the addition of parking, and a connection to Chestnut Street.
- With approval of construction funds, preparations were made to rebuild the trail around the Reservoir. It will be a half-mile loop with two fishing docks, a bridge to connect the trail at the stream, and accessible trail with specialized stone dust, boardwalks and concrete;
- Final permit authorized by the MWRA for the pedestrian path along the two sections of the Sudbury Aqueduct in Needham, with one section coordinated through the campuses of Babson College and Olin College, and the second connecting the Eliot School area to Echo Bridge. A celebration was held at the Eliot School with state officials;
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site;

- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, and worked on a park clean-up project at Perry Park tot-lot with DPW Parks and Forestry;
- Held Field Scheduling Summit, with sport league officials for 15th year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- The middle school Youth Center program, now called TGIF (Teens, Games, Infinite Fun) continued with fun, monthly Friday nights. Activities included bubble soccer, obstacle courses, laser tag, table games, music/DJ, and lots of time to create new friends. Early Release Day programs were offered to middle school students, including Boda Borg, Tree Top Adventure, Launch, and Laser Quest;
- Department provided regular social media updates through Facebook, Instagram, and TGIF Instagram;
- Assistant Director and Recreation Supervisor served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham;
- Director participated in Newton-Needham Chamber of Commerce forums on "Re-Image Needham Town Center."

Environmental Benefits

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;
- With Conservation Department, coordinated creation of Open Space and Recreation Advisory Committee, meeting monthly to update the Town's Plan. Information has been provided to Town boards, including Board of Selectmen, Park and Recreation Commission, Conservation Commission, and Planning Board for review before report is finalized;
- Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with more than 1,000 pounds of trash picked up, and works with community groups to do clean-up projects throughout the year;
- "Take a Hike" free trail walks offered including the new Bay Colony Rail Trail, the new Eastman trail, and the Rosemary Trail;
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continues to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. Support information provided to department from Keep Massachusetts Beautiful;
- Continued implementation of projects listed in completed Trails Master Plan with the Conservation Department.

Personal Benefits

- Department is part of national campaign to get "Kids into Nature." More than 100,000 annual hours have been tracked at Park and Recreation sponsored programs, with the numbers increasing each year;
- Extra emphasis has been placed on focusing on fitness in Park and Recreation programs, as well as insuring that nature is incorporated or featured in programs;
- Participated in discussions with Board of Health and Health Department on concussion awareness and possible regulations for coaches participating in concussion awareness training. Youth sports organizations were involved in discussions and an effort is underway to create an easy-to-use tracking system for coaches training;
- With DPW, developed new parking configuration to improve safety of parking lot at DeFazio Park;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations and MA Division of Fisheries and Wildlife;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- The Needham Sharks Swim Team returned to the Park and Recreation "family." Originally a Park and Recreation program, it moved off to be run by volunteers during major budget cuts. The Sharks are all looking forward to having a new facility in Summer 2018;
- New program offerings included youth moving making; yoga for teens and adults; summer adult basketball; summer adult sand volleyball; summer adult badminton; winter youth archery; LL Bean Geocaching; April vacation programs; and adult ballroom dancing;
- Administrative Specialist was on primary team overseeing Employee Engagement committees, as part of a Town initiative supported by the Town Manager to ensure all employees feel engaged in their workplace and that they consistently contribute to the future of Team Needham;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe pool operations; creative programming; funding resources; and training of staff.

OTHER

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register
649 High Street, Dedham, MA 02026

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 6 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell who has held the position since 2002. In continuous operation for nearly two hundred and twenty-four years dating back to President George Washington's administration, the Registry's mission has remained the same: to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2017 REGISTRY ACHIEVEMENTS

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register was the guest speaker at the Needham Council on Aging on September 14, 2016 and the Register held office hours at Needham Town Hall on January 19, 2017.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. ***This year alone, the Center handled more than 5,000 requests.*** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2017, ***the Registry collected more than $50 million in revenue.***
- The Registries of Deeds had several legislative accomplishments spearheading legislation signed into law in early 2017 that allowed for registered land (Land Court) documents to be recorded electronically.
- First Registry in Massachusetts to electronically record Land Court documents. Phased in approach – discharges in April 2017; all documents by July 2017.
- This year saw a record number of electronic recording filers, ***approximately 1,400.***
- In 2017, we hit a milestone of recording our 35,000 Registry of Deeds book. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- So far this year, more than ***12,500 Homesteads applications have been filed at the Registry***. The law Chapter 188 (M.G.L.) provides limited protection of one's home against unsecured creditor claims.
- The Registry in 2017 completed its History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scriveners of the 18th and 19th centuries in the old cursive hand writing style much easier to read by

converting the words into easy- to- read electronic text. ***The program earned the praise of two-time Pulitzer Prize historian, David McCullough.***

- In 2017, the Registry for easier customer research indexed all land documents recorded from 1793-1900.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- This year, many technology, office and program improvements were implemented, including the redesigning of our Land Court area. We also continued and strengthened our commitment to cyber security protection of our infrastructure as well as the training of our employees. We also updated our computer equipment and added two major television state-of-the-art monitors to instantly update our staff on incoming electronic recording filings. The Registry's website www.norfolkdeeds.org is routinely updated to alert the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing our consumer programs.
- The Registry's free Consumer Notification Service ***hit a milestone with its 700th subscriber, a 40% increase from the previous year.*** This consumer/public safety program, started last year, allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, public officials, real estate professionals, genealogists on how to access land record information, using the Registry's new website technology. ***This year the Registry also designed and marketed a new seminar exclusively for municipals officials.***
- The Registry expanded its community outreach commitment by working with the Veterans Administration of Boston on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items, including furniture. ***Our Toys for Tots' Drive has over the years collected 1,650 presents.*** Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. ***This year's food drive was one of the biggest ever.*** Finally, the Registry ***received from generous donors more than 3,000 articles of clothing*** for its "Suits for Success," program this year.

NEEDHAM REAL ESTATE ACTIVITY REPORT: JULY 1, 2016 – JUNE 30, 2017

During fiscal year 2017, Needham real estate activity saw increases in both total sales volume and average sales price.

There was a 3% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in FY 2017, resulting in a decrease of 204 documents from 7,303 to 7,099.

The total volume of real estate sales in Needham during FY 2017 was $608,671,613, a 7% increase from FY 2016. The average sale price of homes and commercial property was also up 11% in Needham. The average sale was $1,102,665.

The number of mortgages recorded (1,722) on Needham properties in FY 2017 was down 3% from the previous fiscal year. However, total mortgage indebtedness increased 18% to $1,198,489,702 during the same period.

There were 2 foreclosure deeds filed in Needham during FY 2017, the same number recorded in FY 2016.

Homestead activity decreased 6% in Needham during FY 2017 with 615 homesteads filed compared to 655 in FY 2016.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,

Bill O'Donnell

William P. O'Donnell
Norfolk County Register of Deeds

Register O'Donnell speaking at the Walpole Council on Aging.

Register O'Donnell with staff and a constituent at Milton Town Hall Office Hours.

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

PLANNING TODAY FOR A BETTER TOMORROW

Ten years ago when we adopted our new regional plan, *MetroFuture*, we knew Greater Boston was a region on the move, but we couldn't have known how far-reaching the effects of a changing economy, housing market and political landscape would be on our region and state. With instability at the federal level, a growing affordability crisis locally, and an ever-more-pressing need to confront the effects of climate change, the challenges facing our region are very real and evolving day to day. We at MAPC choose to view this through a lens of opportunity and we know that we have passionate, committed and engaged residents who are eager to make their voices heard and collaborate on building a better region together.

As dedicated as ever to our four strategic goals – advancing equity, climate change preparedness, municipal collaboration and efficiency, and smart growth – MAPC is about to embark upon an

update to our visionary regional plan, and we want all of you to be part of the process. The update to *MetroFuture* will include topics that reflect MAPC's own growth during the past decade, incorporating five new disciplines: clean energy, public health, community engagement, digital services, and arts and culture. It will also reflect the breadth and interconnectedness of our region and our region's residents, capitalizing on some of our greatest assets, such as our strong educational and health sectors, a spirit of innovation, and a commitment to collaborating across the artificial lines of politics and party. Most importantly, our planning process will place particular emphasis on dissolving and combating the patterns of racism, segregation by race, ethnicity and income, and inequitable access to opportunity that have held us back from achieving our goals in the past.

We hope you will join us on our mission to create a more just, equitable and future-focused region. Visit our redesigned, newly- accessible website at mapc.org, and be a part of the conversation on Twitter **@MAPCMetroBoston**. Join us!

HIGHLIGHTS OF OUR WORK

SMART GROWTH

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3 million residents living and working in 101 cities and towns across Eastern Massachusetts. Guided by our regional plan, *MetroFuture*, and in concert with our own strategic goals, we strive to be a nimble and innovative public agency that provides core planning support to our member communities while also staying abreast of new trends in housing, transportation, public health, safety, clean energy and more. This year, we've placed special emphasis on examining the effects of new technologies and public policy on inequality in our region, and on providing research, digital tools, and recommendations for ensuring equitable access to jobs, housing and a healthy environment for all residents of our region.

TRANSPORTATION

In that vein, we have a new practice area looking at the implications of emerging vehicle technologies such as self-driving cars on the region. At our fall Council Meeting in Quincy, we offered a speaking panel on innovative mobility, including electric and autonomous vehicles, and attendees were even able to test-drive **all-electric and hybrid vehicles** from several manufacturers, as well as a selection of e-bikes. More than 50 people participated in the "ride and drive" event, and a post-event survey showed 88% who test drove a vehicle said they would consider purchasing electric. At least one member of our staff, as well as her mother, actually did so!

Working with Transportation for Massachusetts (T4MA), we are also working to develop principles around data-sharing for **autonomous vehicles** to ensure policy goals are met, privacy is protected, and the state's transportation network can be safely improved. MAPC recognizes the transformative benefits that autonomous vehicles can have for our state's economy, environment, and quality of life, as well as the challenges that could result from disruption to existing forms of mobility. Autonomous vehicles will affect not only our transportation system,

but also our economy, safety, workforce, environment, land use, and energy use. Learn more about our work in this arena at mapc.org/transportation.

In 2017, we launched a special study of the ridership habits of **Uber and Lyft** customers, and at year end we are crunching that data to determine what effects these companies are having (if any) on transit use — with the goal of helping both the MBTA and area communities to plan better for the transit and transportation needs of local residents and commuters. Look for more information on that research soon at mapc.org.

Parking planning remains an issue of critical importance to our communities. In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on an earlier pilot project that utilized **dedicated bus lanes** on Broadway in Everett to alleviate traffic and speed up bus times. Both projects used an MAPC parking analysis to convert car spaces into a devoted bus lane. The Everett project was so popular with commuters across all modes that the model became permanent! At year end, Boston and the MBTA are considering starting a second, longer pilot in Roslindale with ongoing support from MAPC, to determine whether it's feasible to make this dedicated bus lane a permanent change to ease congestion and commute times along the Washington Street corridor.

This year, MAPC has also begun working with several communities near Boston to explore no-cost**, dockless bike share** services. Several cities in our Inner Core, including Chelsea, Malden and Revere, underwent pilot programs to try these dock-ree bike share systems in the fall of 2017; come spring of 2018, a regional program procured by MAPC will be rolling out across Greater Boston, giving more people in more communities access to low-cost bicycling opportunities. Dockless bike share systems offer bicycles with self-locking mechanisms that unlock with a mobile app. Rather than relying on docking stations, these bikes can be parked on the sidewalk, at bike racks, or in almost any publicly-accessible place, where the next user can pick it up, typically paying about one dollar per ride. MAPC, through a regional RFP being offered at the end of 2017, will help to create a boundary-less, regional system with multiple bike share companies that local governments can join at low or no cost, launching just in time for warmer weather.

In partnership with DHCD and Massachusetts APA, MAPC has offered a series of workshops on **parking benefit districts,** or PBDs, this year. A PBD is a specific geography in which parking revenue is raised then invested back into that same district, for transportation improvements. We are formulating case studies and best practices now with the goal of helping more communities adopt these districts in the years ahead.

LAND USE

Equitable Transit-Oriented Development, or **ETOD,** is another growth area for our agency. In 2017, we worked with Rockport to develop an ETOD plan for their commuter rail station area. With a visioning process that took into account the community's ideas for the area, the town and MAPC were able to develop a plan to create a mixed-use, walkable cluster that would be attractive to new families and young adults. Transportation and Land use staff performed a similar assessment of the Anderson commuter rail station in Woburn this year, with aims to develop a mixed-use, mixed-income vision for the area, guided by community input and

grounded in market potential. Similar work is underway into 2018 in Milton Village near the Mattapan Trolley line, Lincoln, South Salem, and in Medford Square, in conjunction with zoning and master planning efforts in those communities. Our Government Affairs and Strategic Initiatives teams are continuing to work toward comprehensive zoning reform legislation at the state level – now called the "Great Neighborhoods campaign" -- throughout this past year and into the future, in collaboration with our partners at the Massachusetts Smart Growth Alliance (MSGA). Learn more about Great Neighborhoods and how you can get involved at ma-smartgrowth.org/issues/placemaking-zoning/policy-agenda.

MAPC also worked on **master plans** in Cohasset and Duxbury this year, economic development plans in Bellingham, Brookline, an arts and culture district in Upham's Corner, East Dedham and Nobscot in Framingham, and **housing production plans** for Gloucester, Stoneham and Winchester, with Malden starting in 2018. We also launched a "small housing study" with the SWAP and TRIC subregions, crafting case studies on small housing nationally as a way of reducing barriers to their development locally. Acton, Bedford, Concord and Lexington are all working with MAPC to examine their inclusionary housing policies and recommend improvements. Finally, continuing our expertise in parks and recreation planning, we created **open space and recreation plans** for Chelsea, Everett, Hanover, Malden, Revere, Rockland, and Saugus this year, with many more to come in 2018, all of them paying special mind to issues of equity, accessibility and environmental justice.

Our **Public Health** Department is working alongside our Land Use team to integrate a health lens to the planning process this year, in particular on open space plans to reflect the growing research that demonstrates the many health benefits provided by access to green spaces. The team is also entering its fourth year working with the state Department of Public Health to estimate physical activity in neighborhoods through a new methodology that evaluates how much investments in Complete Streets and Wayfinding signage entice more people to walk and bike. By project end, we will be able to estimate by neighborhood how many biking and walking trips have been taken, which in turn we hope will lead to greater physical activity habits and health care savings.

In the **housing** arena, we are especially proud to have partnered with the Mayors and Managers of our Metropolitan Mayors Coalition (MMC) as well as Governor Baker and a host of affordable housing advocacy groups to begin to address the severe affordability issues facing Greater Boston. With production goals, timeframes and a collaborative, cross-municipal focus, we hope to see real progress on breaking down barriers to accessing affordable housing and reducing segregation, discrimination, and homelessness, so that all residents of Metro Boston have the ability find safe, affordable housing near jobs, family, and transportation.

DATA SERVICES

The Research working group in our Data Services Department this year released a major study on housing, examining the effect that new permits have on subsequent **school enrollment.** The full report, available at mapc.org/enrollment, shows concerns about new housing overburdening public schools are largely unfounded. Most school districts in Massachusetts have seen a steady decline in student enrollment over the last 15 years, according to the report, and rates of housing production are having no significant effect on public school enrollment growth. MAPC

examined housing permit and enrollment trends across 234 public school districts over the past six years, from 2010 through 2016; we found that, while high rates of growth have become more common in urban communities, most suburbs saw declines in enrollment, and the dozen fastest-growing areas in terms of housing production saw enrollment growth of only 1% on average. Even in communities where substantial housing production took place, the growth in households and children was not sufficient to offset the over-arching, natural demographic decline in school-age residents, as Baby Boomers age and younger generations have fewer children, later in life.

Other new areas of research this year included an update to our **Regional Indicators** program, a set of measures that quantify our progress as a region toward achieving the goals of MetroFuture. MetroFuture, MAPC's long-range vision for a more sustainable and equitable Metro Boston in the year 2030, includes goals that were established through community input and a collaborative stakeholder engagement process. By measuring our progress, we can identify where action or intervention are needed, and find opportunities for collaboration. Visit the full Indicators website at regionalindicators.org to explore and crunch our findings.

Our new, and growing, Digital Services shop is the first in-house digital team housed within a regional planning agency in the nation. This innovative working group supports MAPC departments and municipal partners by designing and building digital tools to conduct more effective, efficient, and equitable planning and governance, with an open, equitable, and data-driven approach and a focus on products that can have direct application in decision-making processes. This year, the team launched a **youth jobs platform** in partnership with the City of Boston that aimed to design a more accessible youth employment system for the city. The result, an open source Youth Jobs Platform, has already had measurable impact on Boston's youth employment experience, connecting more students to summer jobs and contributing to better lifelong outcomes for each youth involved.

The team also launched a Local Energy Action Dashboard, LEAD, that allows communities to download local energy data and compare to neighbors with the goal of reducing emissions and increasing efficiency. Visit the tool at https://lead.mapc.org. Digital Services will also be working to update several tools in 2018, including the MassBuilds site which explores real estate development across Massachusetts at www.massbuilds.com, our TrailMap resource, https://trailmap.mapc.org, and the "Keep Cool" app which connects users to free, publicly-accessible cooling spots during the hottest parts of the year. Learn more and download for summer 2018 at keepcool.mapc.org!

ARTS & CULTURE

In this, our first full year with an **Arts & Culture** Division, we are seeing many successful projects launch, and our arts and culture staff have embedded into a variety of planning projects. We have hired an artist-in-residence as well as a regional planner focused on arts, joining a team focused on creative placemaking, cultural planning, community development, arts and culture data collection, and cultural policy, while working to integrate art work and public art into our plans and projects. Some of the team's first initiatives this year included a series of creative placemaking workshops in partnership with MACDC and MASSCreative; an Arts and Culture Plan for Arlington; an arts and culture discussion series with the New England Foundation for the Arts (NEFA), bringing artists and planners together; and a community conversation on the

arts economy at Greater Boston Stage Company in Stoneham with Sen. Jason Lewis. Our Artist in Residence also worked with the MetroWest Subregion and our Bicycle & Pedestrian Planning staff to devise a special creative placemaking art installation for the kickoff of the "Landline" trails project in Ashland State Park, engaging more than 50 advocates, elected officials and local residents in the launch of a major new trail project across the communities west of Boston.

The team offers a web toolkit at www.artsandplanning.org to give local planners a framework for engaging the creative community in growth and livability goals, including case studies and grounded strategies. Read more about the arts and culture team's ongoing work online at mapc.org/our-work/expertise/arts-and-culture.

CLIMATE

The disciplines of clean energy and environmental planning are evolving every day as we as a region work to adapt to a changing climate, and aim to help our cities and towns plan for and mitigate those effects. This year, we performed **climate vulnerability assessments** and action plans for Braintree, Brookline and Newton, and we provided technical assistance and outreach through our Neponset and MAGIC subregion stormwater partnerships, which work to promote climate resiliency and to educate communities about new water regulations. Through a new grant awarded by the New England Aquarium and funded by NOAA, our Communications and Community Engagement divisions are working with Chelsea, Lynn and Hull to develop education programming for youth around climate change. This exciting project hopes to develop a new model of youth-focused partnerships to enhance climate literacy and community involvement in these issues, especially in areas that are racially diverse and have historically been underserved. To learn more about our climate work, visit mapc.org/our-work/expertise/climate.

With guidance from MAPC, seven communities in our region – Chelsea, Melrose, Cambridge, Boston, Winthrop, Natick, and Somerville – received an enhanced level of "**solar readiness**" this year that merited them the distinction of being "Solsmart communities." This national designation aims to reduce solar's soft costs by providing technical assistance to communities; to achieve it, cities and towns must complete best practice in several areas, such as zoning, inspections, permitting and community outreach. We are also participating in the Mass Clean Energy Center's Solar Thermal Challenge, which will explore ways to bring solar hot water systems to Massachusetts residents; look for a pilot program for MAPC-region communities starting in 2018.

Our Energy, Transportation and Municipal Services departments have teamed to offer a Green Mobility Purchasing Program this year, allowing advanced vehicle and hybrid conversion technology on the statewide procurement contract. This contract will help municipalities to green their fleet of municipal vehicles and reduce greenhouse gas emissions across the region.

Staff from Digital Services worked with students from Harvard's Graduate School of Design and staff from NOAH, the Neighborhood of Affordable Housing, to create a multimedia public outreach campaign on climate resilience in East Boston this year. Combining traditional print media and an interactive website, the project helped the area's residents prepare for and cope with major storms, intense flooding and hot summers.

In November 2017, we hosted the "Let's Get Climate Smart" event with the Trust for Public Land (TPL) in Cambridge. This event publicly launched and demonstrated a new online green infrastructure decision-support tool for the 14 cities and towns of the Metro Mayors Coalition, developed in a two-year partnership among MAPC and TPL staff. The tool allows users to identify optimal locations for nature-based solutions such as trees and rain gardens for mitigating heat and flooding.

In Boston, the City Council voted in late 2017 to make the city the newest and largest community in Massachusetts to authorize **green municipal aggregation,** which intentionally incorporate more renewable energy within a community's electricity supply, generally at levels above 40 percent more than required by state law. More than 18 cities and towns in the MAPC region have authorized such programs or are actively implementing them with help from our energy staff! Learn more about municipal aggregation and our other clean energy work at mapc.org/our-work/expertise/clean-energy/community-choice-aggregation.

MUNICIPAL COLLABORATION

The state's Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state's central, northeast, southeast and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

This year, our staff have been working with the U.S. Attorney's Office to coordinate our **Homeland Security regions** into four regional forums highlighting public safety resources for houses of worship in the wake of several shootings involving communities of faith this year. Participants have received information on bomb threats, vandalism, arson, internet scams, hate crimes, and how to build an emergency response plan, and the workshops will be continuing into early 2018. **NERAC** has also offered trainings in disaster management for water and wastewater utilities this year, discussing both man-made and natural disasters and giving participants tools to maintain and restore water resources in the face of severe weather and other threats.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our **collective purchasing program,** and we continue to work with law enforcement and prevention partners in eight Inner Core communities – Cambridge, Chelsea, Everett, Malden, Revere, Quincy, Somerville and Winthrop -- to manage the Shannon Community Safety Initiative, a grant program designed to address **youth and gang violence.** We are honored to continue facilitating this program in tandem with our community partners and believe it has a very real impact on at-risk youth and crime prevention.

On the **policy and legislative affairs** front, our team worked intensively throughout the year on several priorities for the Metro Mayors Coalition, including work on a regional approach to housing and a regional approach to autonomous vehicle testing.
At the advent of 2018 we are focused on continuing work toward all our strategic goals, and about to embark on a large-scale update to our visionary regional plan, MetroFuture: Making a Greater Boston Region. While much has changed in the region since we drafted our last plan, our commitment to equity, inclusion and top-of-the-line community engagement has not – and we are more excited than ever to begin putting or staff expertise to work at involving the public in our next iteration of Greater Boston's regional plan.

We hope you will join us at our brand new, fully accessible and responsive web home, www.mapc.org, to find how you can contribute and develop a shared vision for our region in 2018 and beyond. Welcome!

THREE RIVERS INTERLOCAL COUNCIL (TRIC)

Representing the Towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood

The Three Rivers Interlocal Council (TRIC) is an independent membership organization within the Metropolitan Area Planning Council comprised of thirteen communities southwest of Boston. The mission of TRIC is to support cooperative municipal planning that links the impacts of growth and development in each town to aggregate impacts felt throughout the region. All TRIC meetings and events are open to the general public and the group encourages sharing of ideas and fostering collaboration with its partners in the Council as well as those throughout the region.

The Coalition develops a work plan each year that is implemented from July to June of the following year. In 2017, the Coalition was staffed by Gregory Miao, Municipal Services Specialist, through the May meeting and then staffed by Christine Howe, Grants Management and Procurement Specialist. Sarah Raposa, AICP, of the Town of Medfield, served as Chair and Liz Dennehy, Town of Walpole, served as the Vice-Chair fro FY17. In June, at the regularly scheduled Annual Meeting, TRIC unanimously elected Paige Duncan, Director of Planning in Foxborough, to be the Council Chair for FY18. In addition, Susan Price from Sharon and Michael McCusker of Westwood were elected to the Vice Chair and Second-Vice Chair positions, respectively.

In 2017, TRIC met monthly to review and discuss issues of inter-municipal significance. Participants at TRIC meetings included Local Council Representatives, town planners, membership of Boards of Selectmen, members of Planning Boards, Town Administrators, Chambers of Commerce, private entities and partners, and interested citizen-planners. The Neponset Valley Chamber of Commerce remains a strong partner to the municipalities in maintaining strong regional advocacy links to state and federal transportation planning organizations and hosts the monthly TRIC meetings at its new location: 520 Providence Highway, Suite 4 Norwood, MA 02062.

Throughout the year, the TRIC communities exchange information with the intent of understanding how the development goals of communities interact with one another and maintains purposeful links to established working groups that are exploring transportation issues.

Presentations of significance at TRIC meetings in 2017 included discussions with staff from the Boston Region Metropolitan Planning Organization about transportation infrastructure priorities for the TRIC communities, economic development and economic indicators for the TRIC region, the MassDOT Complete Streets program, the Vision Zero road traffic safety project, and the Massachusetts Downtown Initiative grant program.

MEETINGS & EVENTS

January 17	In addition to catching up on planning and development activities in the region, this meeting included two presentations from MAPC staff on regional collaboration opportunities and regional economic development. First, Mark Fine, MAPC's Director of Municipal Collaboration, presented about the regional collaboration work MAPC does on behalf of its communities. Amanda Chisholm, Chief Economic Development Planner at MAPC, then discussed current economic indicators for the TRIC region and MAPC's regional economic development work. This work includes: market analysis (commercial, office, residential); comprehensive economic development strategy/planning; transportation oriented development (TOD) planning; corridor planning; zoning to encourage economic development (mixed use, TOD, 40R, etc.); priority development site identification; and master planning.
February 21	The February TRIC meeting focused on Arts and Cultural planning, with a presentation by Jenn Erickson from MAPC. In addition to discussing what Arts and Cultural planning is and how it can benefit TRIC communities, the group learned about MAPCs new Arts and Planning Toolkit, which presents a new framework for understanding the ways in which arts and culture can infuse innovation and creativity into communities and showcases a range of arts and culture planning and policy tools. Additionally, the group received an update from the Town of Foxborough and the Neponset Valley TMA on the proposed Foxborough Commuter Rail Pilot program.
March 29	This meeting focused on Vision Zero, a multi-national road traffic safety project which aims to achieve a highway system with no fatalities or serious injuries in road traffic. In addition to hearing a presentation from Barry Keppard, MAPC Public Health Director, about ongoing Vision Zero initiatives in Massachusetts, the group discussed traffic safety strategies TRIC communities could use to fight traffic fatalities and serious accidents.
April.18	The April meeting highlighted the development and use of MAPC's Data Services Department's Local Access Score tool, which aims to help communities determine the projected use of new sidewalks. In addition to hearing a presentation by Eliza Wallace from MAPC about the Local Access Score tool, the group also heard from a local nonprofit based in Sharon, The Law, Your Money, and You. The group presented on its efforts to encourage better relations between the police and public.
May 16	The May meeting bid farewell to TRIC Coordinator, Gregory Miao, and also included a presentation by MassDOT on the Complete Streets program. MassDOT promotes Complete Streets through training, design guidance, and funding. The group also discussed developing the FY18 Work Plan and nominating members to the Chair and Vice-Chair positions.
June 20	The council was introduced to new Subregional Coordinator, Christine Howe, reviewed the Council bylaws, and discussed the nominations for TRIC Chair, Vice Chair, and Second Vice Chair. There was unanimous consent to nominate Paige Duncan of Foxborough, Susan Price of Sharon, and Michael McCusker of Westwood to serve in the leadership roles for FY2018.
July 18	In July, TRIC unanimously elected Paige Duncan as Chair, Susan Price as Vice Chair, and Michael McCusker as Second-Vice Chair of the Council. The group then reviewed the results of the FY18 Work Plan survey and discussed options for guest speakers and

	presentations for the year. TRIC finalized its FY18 Work Plan which would span the months of July to June and focus on affordable housing, historic preservation planning, and a regional housing forum.
August 15	TRIC did not hold a meeting this month.
September 19	In September, Boston Region Metropolitan Planning Organization Staff (CTPS), attended the TRIC meeting to facilitate and lead a discussion about the MPO's upcoming transportation planning activities and discuss the transportation needs and opportunities for improvement in the subregion.
October 17	The Department of Housing and Community Development's MA Downtown Initiative Coordinator, Emmy Hahn, presented on the MDI program and upcoming grant opportunities for the subregion.
November 14	In November, TRIC met to discuss the upcoming Spring events including a regional housing forum, Legislative breakfast, and assessment of subregional housing needs. Additionally, MAPC Government Affairs Manager, Lizzi Weyent, provided an update on legislative priorities.
December 19	TRIC did not hold a meeting this month.

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	11 pools submitted, 1 isolation – WNv 8/1/2017
Requests for service:	66

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	51 culverts
Drainage ditches checked/hand cleaned	640 feet
Intensive hand clean/brushing*	0 feet
Mechanical water management	0 feet
Tires collected	0

** Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications	(April)	347.7 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		2.4 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		2,030 basins
Abandoned/unopened pool or other manmade structures treated		2

ADULT CONTROL

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	1,262 acres
Barrier applications on municipal property	0

Method	Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Thomas P. Colarusso 2019
Elected	Board of Assessors	Paul Dawson 2020
Elected	Board of Assessors	Ted Owens 2018
Elected	Board of Health	Edward V. Cosgrove, Ph.D. 2020
Elected	Board of Health	Stephen P. Epstein 2019
Elected	Board of Health	Jane Fogg 2018
Elected	Commissioners of Trust Funds	Jack Cogswell 2020
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2019
Elected	Commissioners of Trust Funds	Heydon David Traub 2018
Elected	Constables	Paul F. Hunt 2020
Elected	Constables	Charles G. Wright 2020
Elected	Housing Authority	Scott Brightman 2019
Elected	Housing Authority	Andrew Lewis Cohen 2018
Elected	Housing Authority	Karen Sue Hughey 2021
Elected	Housing Authority	Peter J. Pingatore 2020
Elected	Housing Authority	Reginald Foster *(State Appointee)*
Elected	Moderator	Michael K. Fee 2019
Elected	Park & Recreation Commission	Cynthia Chaston 2019
Elected	Park & Recreation Commission	David DiCicco 2018
Elected	Park & Recreation Commission	Michelle Geddes 2019

Method	Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Christopher Gerstel 2018
Elected	Park & Recreation Commission	Matt Toolan 2020
Elected	Planning Board	Paul Alpert 2020
Elected	Planning Board	Ted Owens 2021
Elected	Planning Board	Elizabeth Grimes 2018
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2019
Elected	School Committee	Connie Barr 2019
Elected	School Committee	Heidi Black 2018
Elected	School Committee	Andrea Longo Carter 2019
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2018
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2019
Elected	Selectmen	John A. Bulian 2018
Elected	Selectmen	Matthew D. Borrelli 2020
Elected	Selectmen	Marianne B. Cooley 2020
Elected	Selectmen	Maurice P. Handel 2018
Elected	Selectmen	Daniel P. Matthews 2019
Elected	Town Clerk	Theodora K. Eaton 2019

Method	Board/Committee	Member / Term Expiration
Elected	Trustees of Memorial Park	Mark Forbes 2018
Elected	Trustees of Memorial Park	John Gallello 2020
Elected	Trustees of Memorial Park	James Healy 2019
Elected	Trustees of Memorial Park	Charles J. Mangine 2019
Elected	Trustees of Memorial Park	William J. Topham 2018
Elected	Trustees of Public Library	Lois C. Bacon 2019
Elected	Trustees of Public Library	Rose Doherty 2019
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2020
Elected	Trustees of Public Library	Margaret Pantridge 2018
Elected	Trustees of Public Library	Gregory John Shesko 2018
Elected	Trustees of Public Library	Carol Jean Thomas 2020
Appointed by Board of Selectmen	Town Manager	Kate Fitzpatrick 2019
Appointed by Board of Selectmen	Town Counsel	David S. Tobin 2018
Appointed by Board of Selectmen	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Board of Selectmen	Board of Appeals	Peter Friedenberg 2019
Appointed by Board of Selectmen	Board of Appeals	Howard S. Goldman 2020
Appointed by Board of Selectmen	Board of Appeals	Jon D. Schneider 2019
Appointed by Board of Selectmen	Board of Appeals	Jonathan D. Tamkin 2018
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Michael Greis 2018

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Peter E. Hess 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Dan Schwartz 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Jonathan D. Tamkin 2018
Appointed by Board of Selectmen	Commission on Disabilities	Susan Crowell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Debbi Heller 2018
Appointed by Board of Selectmen	Commission on Disabilities	Bruce A. Howell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Jeanie Martin 2019
Appointed by Board of Selectmen	Commission on Disabilities	Barbara Moss 2018
Appointed by Board of Selectmen	Commission on Disabilities	Elaine Saunders 2018
Appointed by Board of Selectmen	Commission on Disabilities	Colin (Dale) T. Wise 2018
Appointed by Board of Selectmen	Conservation Commission	Sue Barber 2020
Appointed by Board of Selectmen	Conservation Commission	Janet Bernardo 2019
Appointed by Board of Selectmen	Conservation Commission	Artie Crocker 2019
Appointed by Board of Selectmen	Conservation Commission	Stephen Farr 2018
Appointed by Board of Selectmen	Conservation Commission	Peter Oehlkers 2019
Appointed by Board of Selectmen	Conservation Commission	Cory Rhodes 2017
Appointed by Board of Selectmen	Conservation Commission	Alison G. Richardson 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Peter Atallah 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Adam Block 2018 *(appt 1/10/17)* Matt Borrelli *(resigned 9.9.16)*

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Council of Economic Advisors	Glen Cammarano 2017
Appointed by Board of Selectmen	Council of Economic Advisors	William Day 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Ted Owens 2018 *(appt 8/16/16)*
Appointed by Board of Selectmen	Council of Economic Advisors	Maurice P. Handel 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Bob Hentschel 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Stuart Agler 2018 *(appt 1/10/17)*
Appointed by Board of Selectmen	Council of Economic Advisors	Richard Putprush 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Virginia Fleisher 2019 *(appt 8/16/16)*
Appointed by Board of Selectmen	Council of Economic Advisors	Martin Jacobs 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Jack Cogswell 2020 *(appt 1/10/17)* Brian Nadler *(thru Jan 2017)*
Appointed by Board of Selectmen	Council of Economic Advisors	Russell Mactough 2019 *(appt 1/10/17)* Janet O'Connor *(thru Dec 2016)*
Appointed by Board of Selectmen	Council of Economic Advisors	Matt Talcoff 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Michael Wilcox 2019
Appointed by Board of Selectmen	Cultural Council	Sharon Breitbart 2019 *(appt 8/16/16)*
Appointed by Board of Selectmen	Cultural Council	David Ecsedy 2017
Appointed by Board of Selectmen	Cultural Council	Joanne Feinberg 2017
Appointed by Board of Selectmen	Cultural Council	Mary Murphy Hensley 2017
Appointed by Board of Selectmen	Cultural Council	Michael Labrecque 2017
Appointed by Board of Selectmen	Cultural Council	Ronald Lowry 2017
Appointed by Board of Selectmen	Cultural Council	Gail Lustig 2019 *(appt 8/16/16)*

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cultural Council	Kristen Mazzocchi 2017
Appointed by Board of Selectmen	Cultural Council	Elise Miller 2017
Appointed by Board of Selectmen	Cultural Council	Laurence Richmond 2017
Appointed by Board of Selectmen	Cultural Council	Elizabeth Wells 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Roy Cramer 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Daniel Dain 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jack Heavey 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Richard M. Reilly 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jon Schneider 2017
Appointed by Board of Selectmen	Golf Course Advisory Committee	MaryGrace Summergrad 2017
Appointed by Board of Selectmen	Historical Commission	Robert Boder 2019
Appointed by Board of Selectmen	Historical Commission	Don Lankiewicz 2019 *(appt 1/24/17)* Carol Johnson Boulris *(resign 9/2/16)*
Appointed by Board of Selectmen	Historical Commission	Rose Doherty 2017
Appointed by Board of Selectmen	Historical Commission	Gloria P. Greis 2018
Appointed by Board of Selectmen	Historical Commission	Richard C. Hardy 2019
Appointed by Board of Selectmen	Historical Commission	Jeffrey Heller 2018
Appointed by Board of Selectmen	Historical Commission	Miles Shore, M.D. 2019
Appointed by Board of Selectmen	Human Rights Committee	Abdul Cader Asmal 2019
Appointed by Board of Selectmen	Human Rights Committee	Barry Ehrlich 2017
Appointed by Board of Selectmen	Human Rights Committee	Cynthia Ganung 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Human Rights Committee	Kerry Hurwitch 2019 *(appt 8/16/16)*
Appointed by Board of Selectmen	Human Rights Committee	Amelia Klein 2018
Appointed by Board of Selectmen	Human Rights Committee	Ashok Mehta 2018
Appointed by Board of Selectmen	Human Rights Committee	Joanne McCormick 2017
Appointed by Board of Selectmen	Human Rights Committee	Albert "Bud" Schram 2018
Appointed by Board of Selectmen	Human Rights Committee	Jennifer Howard Schroeder 2018
Appointed by Board of Selectmen	Human Rights Committee	Marlene Schultz 2017
Appointed by Board of Selectmen	Human Rights Committee	Matthew Schroeder 2017
Appointed by Board of Selectmen	MBTA Advisory Board	Richard S. Creem 2017
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Maurice Handel 2018
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Lee Newman 2019 *(alternate)*
Appointed by Board of Selectmen	MWRA Advisory Board	John Cosgrove 2017
Appointed by Board of Selectmen	MWRA Advisory Board	Chris Seariac 2019 *(alternate)*
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Robert Boder 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Crystal Carter 2016
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Alan Glou 2018
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2018
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2018

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael J. Riley 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Robin Brodsky 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	William Dermody 2017
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Timothy Kickham 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2017
Appointed by Board of Selectmen	Norfolk County Advisory Board	Ted Owens 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Elizabeth Handler 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Peter Hess 2017 *(thru March 2017)*
Appointed by Board of Selectmen	Property Tax Assistance Committee	Thomas Mulhern 2017

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Property Tax Assistance Committee	Evelyn Poness *(ex-officio)*
Appointed by Board of Selectmen	Rail Trail Advisory Committee	John Bulian 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Patricia Carey
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Rail Trail Advisory Committee	James Goldstein 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Dmitry Gorenburg 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Gerry Koss 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Edward Olsen
Appointed by Board of Selectmen	Regional Transportation Advisory Council	Rhain Hoyland 2017
Appointed by Board of Selectmen	Regional Transportation Advisory Council	David Montgomery 2017
Appointed by Board of Selectmen	Registrars of Voters	Ann Cosgrove 2018
Appointed by Board of Selectmen	Registrars of Voters	John W. Day 2019
Appointed by Board of Selectmen	Registrars of Voters	Barbara B. Doyle 2017
Appointed by Board of Selectmen	Registrars of Voters	Theodora K. Eaton *(ex-officio)*
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	William Connors 2019
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	David Ecsedy 2017
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2018
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2018
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Irwin Silverstein 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Jack Cogswell 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Taxation Aid Committee	Elizabeth Handler 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Thomas J. Mulhern 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Helen Newton 2019
Appointed by Board of Selectmen	Taxation Aid Committee	Evelyn Poness *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	David Davison *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Kerry Hurwitch 2019 *(appt 9/2/16)* Wade Davis *(thru Aug 2016)*
Appointed by Board of Selectmen	Technology Advisory Board	Matthew Howell 2019 *(appt 11/22/16)* Kenny Freundlich *(thru Aug 2016)*
Appointed by Board of Selectmen	Technology Advisory Board	Ann Gulati *(ex officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Clifford Hayden 2019
Appointed by Board of Selectmen	Technology Advisory Board	Roger MacDonald *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Michael Mathias 2017
Appointed by Board of Selectmen	Technology Advisory Board	Carl Rubin 2017
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Anthony DelGaizo 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Stephen Delisi 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	John Kraemer 2017
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Suzanne Stein 2019 *(appt 2/28/17)* Jeffrey MacMann *(resign 2/1/17)*
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Richard Merson 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Donna Mullin 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Seth Bauer 2020 *(appt 4/25/17)* Ford Peckham (*resign 6/1/2017)*
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Mark Rosen 2017 *(resign Dec 2016)*

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Glen Schneider 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Nick Renzulli 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Steve Rosenstock 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John Tallarico 2019
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	Kenneth Lavery
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Patricia A. Forde
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Barry Pollack

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert *(Planning Board)*
Mixed Appointing Authority	Community Preservation Committee	Robert Boder *(Historical Commission)*
Mixed Appointing Authority	Community Preservation Committee	Gary Crossen *(Board of Selectmen)*
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore *(Housing Authority)*
Mixed Appointing Authority	Community Preservation Committee	Vacant *(Town Moderator)*
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel *(Park & Recreation)*
Mixed Appointing Authority	Community Preservation Committee	Mark Gluesing *(Moderator)*
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker *(Conservation Commission)*
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody *(Board of Selectmen)*
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (*by vote of employees and retirees)*
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls *(by members of the Retirement Board)*
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Thomas A. Welch, II *(by vote of employees and retirees)*
Mixed Appointing Authority	Council on Aging	Gary Crossen *(appt 11/22/16)*
Mixed Appointing Authority	Council on Aging	Ed Cosgrove
Mixed Appointing Authority	Council on Aging	Carol deLemos
Mixed Appointing Authority	Council on Aging	Phyllis Fanger
Mixed Appointing Authority	Council on Aging	Daniel Goldberg
Mixed Appointing Authority	Council on Aging	Monica Graham

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Council on Aging	Penny Grossman
Mixed Appointing Authority	Council on Aging	Susanne Hughes
Mixed Appointing Authority	Council on Aging	Tom Keating
Mixed Appointing Authority	Council on Aging	Vacant
Mixed Appointing Authority	Council on Aging	Lianne Relich
Mixed Appointing Authority	Council on Aging	Colleen Schaller
Mixed Appointing Authority	Design Review Board	Artie Crocker *(alternate) (Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Robert Dermody (Board of Selectmen)
Mixed Appointing Authority	Design Review Board	Nelson Hammer (Planning Board)
Mixed Appointing Authority	Design Review Board	Mark Gluesing (Board of Selectmen)
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. *(alternate) (Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Deborah Robinson *(Planning Board)*
Mixed Appointing Authority	Design Review Board	Stephen Tanner *(Planning Board)*
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper, *Dir. Public Facilities, Construction*
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin (*Appt. 2/28/17)* Paul Salamone *(resigned 11.22.16)*
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem *(Appt. 2/28/17)* Peter Schneider (resigned 11.22.16)

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen *(Board of Selectmen)*
Mixed Appointing Authority	Transportation Committee	Richard Creem *(Board of Selectmen)*
Mixed Appointing Authority	Transportation Committee	Justin McCullen *(Planning Board)*
Mixed Appointing Authority	Transportation Committee	David Montgomery *(Moderator)*
Mixed Appointing Authority	Transportation Committee	Stephen McKnight *(Planning)*
Mixed Appointing Authority	Transportation Committee	Denise Garlick (ex-officio)
Mixed Appointing Authority	Youth Commission	David Bookston *(School Committee)*
Mixed Appointing Authority	Youth Commission	Karen Folb *(Park & Recreation Commission)*
Mixed Appointing Authority	Youth Commission	Kevin Keane *(Board of Selectmen)*
Mixed Appointing Authority	Youth Commission	Susan Patkin *(Moderator)*
Mixed Appointing Authority	Youth Commission	Jillian Smith *(School Committee)*
Mixed Appointing Authority	Youth Commission	Vincent Springer *(Police Department)*
Mixed Appointing Authority	Youth Commission	Julie Stevens *(Finance Committee)*
Appointed by Town Manager	Administrative Assessor	Hoyt Davis
Appointed by Town Manager	Assistant Town Clerk	Helen Atkinson
Appointed by Town Manager	Animal Control Officer	David Parsons
Appointed by Town Manager	Assistant Director of Public Works	Robert Lewis
Appointed by Town Manager	Assistant Town Manager/Finance Director	David Davison
Appointed by Town Manager	Assistant Town Manager/Director of Operations	Christopher Coleman

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Director of Emergency Management	Dennis Condon
Appointed by Town Manager	Director of Human Resources	Rachel Glisper
Appointed by Town Manager	Director of Information Technology	Roger MacDonald
Appointed by Town Manager	Director of Public Facilities - Construction	Steven Popper
Appointed by Town Manager	Director of Public Facilities - Operations	Chip Laffey
Appointed by Town Manager	Director of Public Health	Timothy McDonald
Appointed by Town Manager	Director of Public Works	Richard Merson
Appointed by Town Manager	Director, West Suburban Veterans Services	Sarada Kalpee
Appointed by Town Manager	Director of Youth Services	Jon Mattleman
Appointed by Town Manager	Environmental Health Agent	Tara Gurge
Appointed by Town Manager	Executive Director, Council on Aging	LaTanya Steele
Appointed by Town Manager	Fire Chief/Superintendent of Fire Alarms	Dennis Condon
Appointed by Town Manager	Inspector of Buildings	David Roche
Appointed by Town Manager	Inspector of Plumbing and Gas	Larry DiBona
Appointed by Town Manager	Inspector of Wiring	Scott Chisholm
Appointed by Town Manager	Library Director	Ann MacFate
Appointed by Town Manager	Park and Recreation Director	Patricia M. Carey
Appointed by Town Manager	Planning Director	Lee Newman
Appointed by Town Manager	Police Chief / Keeper of the Lockup	John Schlittler
Appointed by Town Manager	Supervisor, Garage & Equipment	John Regan

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Superintendent, Highway	Rhainhardt Hoyland
Appointed by Town Manager	Superintendent, Parks & Forestry / Tree Warden	Edward Olsen
Appointed by Town Manager	Superintendent, Water and Sewer	Christopher Seariac
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Anthony DelGaizo
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Paul Dumouchel
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

2017 TOWN MEETING MEMBERS

PRECINCT A	PRECINCT B	PRECINCT C
2018	**2018**	**2018**
Erik J. Bailey	Elizabeth M. Bloom	Paul S. Alpert
Emily Rose Cooper	Marianna Borrelli	Joseph P. Barnes, Jr.
Richard S. Creem	John H. Cogswell	Scott M. Brightman
John F. Diodato	Scott McConchie	Gilbert W. Cox, Jr.
Donald B. Gratz	Kim Marie Nicols	Susan B. Neckes
Rachel B. Miller	Margot Copeland Pyle	Ted Owens
Elizabeth M. Sargent	Stacie M. Shapiro	Paul B. Tillotson
Van J. Spiros	Sarah Ann Toran	Sandra Balzer Tobin
2019	**2019**	**2019**
Lance R. Brown	Stuart B. Agler	Carlos Agualimpia
Walter D. Herrick	William G. Doyle	Susan A. Barber
John Downey Hotchkiss	John J. Frankenthaler	Andrea E. Longo Carter
Michael S. Miller	Richard M. Freedberg	Lois R. Goldberg
Suzanne Fiering Nissen	Thomas M. Jacob	John H. Haslip
James Allan Scott	Lori A. Markell	Paul David Isenberg
Irwin Silverstein	Gerald C. Rovner	R. Cynthia Landau
Nina Silverstein	Dorothea Von Herder	Lisa W. Zappala
2020	**2020**	**2020**
Alan J. Davidson	Elizabeth Jane Grimes	Peter A. Alpert
John D. Genova	David C. Harris	Bruce S. Barnett
Cheryl A. Gosmon	Clifford Owen Hayden	Paula R. Callanan
Mary E. Keane-Hazzard	Catherine E. Kurkjian	Mark J. Gluesing
Norman F. O'Brien, Jr.	Richard B. Moody	Carl J. Lueders
Rebecca L. Rausch	Kevin T. Pendergast	James D. Masterman
Karen Shapiro	Jodi Lynn Rooney	Louise L. Miller
Nicholas P. Sterling	Steven M. Rosenstock	Rebecca Waber

2017 TOWN MEETING MEMBERS

PRECINCT D

2018

Heidi C. Black
Holly Anne Clarke
Roy A. Cramer
Kathryn L. D'Addesio
Ann Der Marderosian
Bruce T. Eisenhut
Kathleen M. Lewis
Gregory John Shesko

2019

Reginald C. Foster
Christopher J. Gerstel
Joseph J. Leghorn
Kurt M. Mullen
Aaron M. Pressman
Evan F. Rauch
M. Kathleen Tedoldi
Arthur Walitt

2020

Cynthia L. Conturie
Dorothy H. DeSimone
Ross M. Donald
Joshua W. Levy
Richard J. Lunetta
Richard S. Mann
Gary B. McNeill
Thomas F. Soisson

PRECINCT E

2018

Constance S. Barr
Cynthia J. Chaston
Ann M. Cosgrove
Carol A. Fachetti
Alisha Beth Harrington
Phillip R. Murray
Ford H. Peckham
Philip V. Robey

2019

David K. Blakelock
Edward V. Cosgrove III
Risa J. Greendlinger
Amy Hurley
Ronald W. Ruth
Victor Paul Seidel
Paul A. Siegenthaler
Theodore Weiner

2020

Robert R. Braman
Philip Edward Brandish
Theodore M. Crowell
Lawrence R. Cummings
Paul J. Durda
Irene M. Francesconi
Julie E. Stevens
Cynthia J. Wolfe

PRECINCT F

2018

Alison S. Borrelli
John P. Connelly
Richard W. Davis
Gail E. Davis
Fabienne A. Madsen
Jennifer S. Sexton
Deborah S. Winnick
William A. Zoppo

2019

Barry J. Coffman
Jeffrey D. Heller
Leslie A. Kalish
Jeanne S. McKnight
Kenneth Scott Muldoon
William J. Okerman
Karen N. Price
Michael L. Verdun

2020

Lawrence J. Cohen
Doug H. Fox
Rochelle E. Goldin
Kara L. Holmquist
John P. Kirk
Mary Anne MacMahon
Michael McKay
Adam S. Zaff

2017 TOWN MEETING MEMBERS

PRECINCT G	PRECINCT H	PRICINCT I
2018	**2018**	**2018**
Susan W. Abbott	Heinz R. Brinkhaus	Peter D. Atallah
David Dirks	M. Patricia Cruickshank	Peter Stephen Connolly
Fran Gallagher	Thomas Edward Gillogley	David J. Escalante
Thomas M. Harkins	Elizabeth P. Handler	John L. Gallo
Matthew A. Kane	Kimberly Knickle-Tierney	Laurie B. Hutcheson
Maureen T. McCaffrey	Marjorie M. Margolis	Paul Robey III
Susan B. McGarvey	Paul T. Milligan	Lois F. Sockol
Susan Welby	Richard M. Reilly	Ron Sockol
2019	**2019**	**2019**
Peter W. Beacham, Jr.	Isabel F. Avedikian	Artie R. Crocker
Michael J. Crawford	Ilan Barzilay	Claire Dee Ecsedy
John D. Crimmings	Hilary Hanson Bruel	Joel S. Golden
Michael A. Distler	Michael A. Diener	Josephine Ochalla
Kenneth B. Freundlich	Karen E. Han	Peter J. Pingitore
Gary Michael Kaufman	John A. Kingston	Nicholas S. Renzulli
Ryan D. McDonnell	Eileen K. Orscheln	Anne W. Weinstein
Mark A. Oberle	Amy M. Wixon	Kathleen D. Whitney
2020	**2020**	**2020**
Paul H. Attridge	Julia Satti Cosentino	Lisa Dannibal Bagshaw
Julia C.H. Blake	Michael C. Kardok	David J. Ecsedy
Robert J. Dermody	Nancy E. McCarthy	Jill C. Kahn-Boesel
Catherine Reid Dowd	Mark McDonough	Lorraine M. Murphy
Heidi R. Frail	Terence P. Noonan	William J. Paulson
Georgina Y. Keyes	Peter R. Olive	Nancy E. Sexton
Robert T. Smart, Jr.	Harmony H. Wu	David Paul Supple
Sally Ann Theran	Richard A. Zimbone	Maura O. Walsh

2017 TOWN MEETING MEMBERS

PRECINCT J

2018

Georgina A. Arrieta-Ruetenik
William R. Dermody
David C. DiCicco
Stephen K. Epstein
Michael J. Greis
Elizabeth Nicole Kaponya
Christine S. McCourt
Donna M Mullin

2019

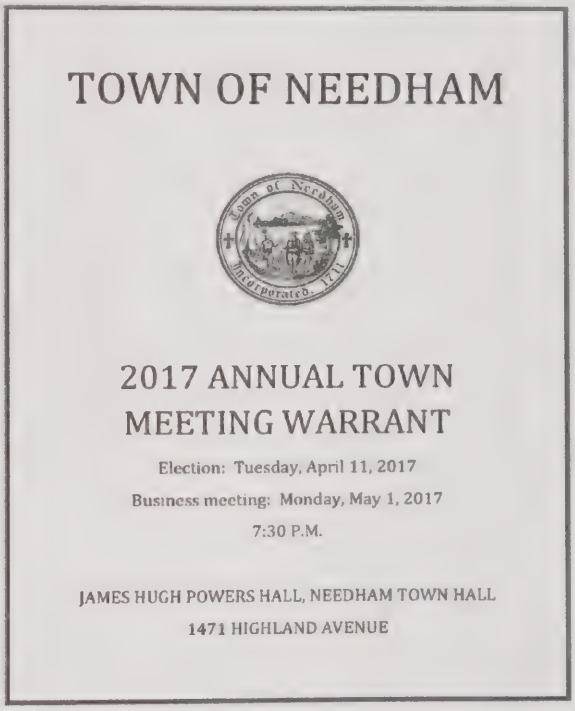
Mark L. Borowsky
Robert E. Deutsch
Kevin J. Keane
George F. Kent
David P. Montgomery
Christopher Mooney
Peter Sergey Panov
Carol I. Urwitz

2020

Catherine J. Barker
James S. Bonasia
Stuart B. Chandler
Robert A. Downs
Michael M. Mathias
Jane B. Murphy
Karen R. Shannon
Debra A. Whitney

MEMBERS AT LARGE

Heidi C. Black, Chair, School Committee
Matthew D. Borrelli, Selectman
John A. Bulian, Clerk, Board of Selectmen
Marianne B. Cooley, Chair, Board of Selectmen
Paul E. Dawson, Chair, Board of Assessors
Theodora K. Eaton, Town Clerk
Michael K. Fee, Moderator
Jane F. Fogg, Chair, Board of Health
John S. Gallello, Chair, Memorial Park Trustees
Maurice P. Handel, Selectman
Martin Jacobs, Chair, Planning Board
Daniel P. Matthews, Vice Chair, Board of Selectmen
Carol Jean Thomas, Chair, Trustees of Public Library
Matthew Michael Toolan, Chair, Park & Recreation Commission


TOWN OF NEEDHAM
2017 ANNUAL TOWN MEETING WARRANT
Election: Tuesday, April 11, 2017
Business meeting: Monday, May 1, 2017
7:30 P.M.
JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL
1471 HIGHLAND AVENUE

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FY2017 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREES

RETIREE	DEPT	YEARS OF SERVICE	RETIREE	DEPT	YEARS OF SERVICE
Barbara Falla	TWN	12 years 11 months	Mora MacDonald	SCH	33 years 5 months
James Benedict	Fire	41 years 9 months	Jamie B. Gutner	TWN	10 years 4 months
Sheila Hamwey	SCH	14 years 11 months	Richard Moreshead	MBM	17 years 3 months
Colleen Keohane	SCH	10 years 1 month	Nancy Broadley	SCH	21 years 1 month
Richard Foley	FIR	39 years 7 months	Donald Hayes	MBM	31 years 8 months
Sandra Wadoski	SCH	12 years 5 months	Kathleen Ryan	POL	21 years 6 months
Kathleen Bleakney	HOS	14 years 7 months	Marco Bonilla	MBM	10 years 5 months
Thomas Franks	MBM	27 years 6 months	Cheryl Steeves	LIB	11 years 2 months
Charles Laffey	MBM	21 years 1 month	Gina Navratil	SCH	17 years 1 month
Joanne Noumi	SCH	26 years 7 months			

FY2017 TOWN OF NEEDHAM RETIREE INFORMATION

IN MEMORIUM

RETIREE	DEPT	YEARS OF SERVICE	RETIREE	DEPT	YEARS OF SERVICE
Rosalind Johnson	SCH	15 year 6 months	Rosalie Tucceri	SCH	28 years
Raymond Vincent	FIR	43 years 10 months	Joseph G. O'Brien	POL	35 years 1 month
Richard Harris	FIR	19 years 5 months	Louise MacLean	TWN	18 years
Robert Driggs	POL	31 years 11 months	Eleanor Anzivino	SCH	11 years 1 month
Richard Cyr	POL	21 years 3 months	Marjorie Hybels	TWN	10 years 7 months
Vivian Fagan	SCH	23 years	William Tocci	FIR	26 years 10 months
Frank Ficcardi	FIR	31 years	Phyllis Trieble	SCH	14 years 9 months
Thelma Papetti	SCH	26 years 2 months	Elwin Thomson	HOS	23 years 6 months
Beverly Kosloff	SCH	22 years	Mary Alice Kapplain	HOS	30 years 5 months
Josephine Curatola	POL	18 years 9 months			

APPENDICES

General Fund
Balance Sheet
Year Ended June 30, 2017

	General
ASSETS	
Cash and Short-term Investments	$24,435,754
Investments	$26,051,587
Receivables:	
Property Taxes	$3,052,733
Excises	$978,655
Departmental	$1,508,395
Intergovernmental	$4,170,888
Betterments	$0
Other	$119,889
Other Assets	$0
Total Assets	$60,317,901
LIABILITIES	
Warrants and Accounts Payable	$1,337,341
Deferred Revenue	$0
Accrued Liabilities	$3,582,464
Due to Other Governments	$0
Taxes Collected in Advance	$0
Refunds Payable	$396,499
Anticipation Notes Payable	$0
Other Liabilities	$248,392
Total Liabilities	$5,564,696
Deferred Inflows of Resources	$9,453,148
FUND BALANCES	
Non-spendable	$0
Restricted	$572,835
Committed	$12,788,994
Assigned	$12,503,894
Unassigned	$19,434,334
Total Fund Balance	$45,300,057
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$60,317,901

Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2017

	General
ASSETS	
Cash and Short-term Investments	$43,420,463
Investments	$33,991,032
Receivables:	
Property Taxes	$3,067,343
Excises	$978,655
Departmental	$1,536,376
Intergovernmental	$5,976,862
Other	$119,889
Total Assets	$89,090,620
LIABILITIES	
Warrants and Accounts Payable	$2,770,553
Unearned Revenue	$1,232,689
Accrued Liabilities	$3,648,592
Due to Other Governments	$0
Taxes Collected in Advance	$0
Refunds Payable	$396,499
Anticipation Notes Payable	$4,810,000
Other Liabilities	$250,007
Total Liabilities	$13,108,340
Deferred Inflows of Resources	$9,894,039
FUND BALANCES	
Non-spendable	$188,478
Restricted	$15,844,443
Committed	$20,938,190
Assigned	$12,503,894
Unassigned	$16,613,236
Total Fund Balance	$66,088,241
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$89,090,620

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2017

Revenues	
Property Taxes	$126,654,177
Excise Taxes	$5,701,527
Penalties, Interest and Other Taxes	$2,159,209
Charges for Services	$7,322,741
Departmental	$1,674,120
Licenses and Permits	$4,477,430
Intergovernmental	$36,284,408
Investment Income	$664,826
Fines and Forfeitures	$188,756
Contributions	$3,059,320
Other	$78,984
Total Revenues	$188,265,498
Expenditures	
General Government	$5,305,296
Public Safety	$16,257,608
Education	$100,067,543
Public Works	$8,057,774
Public Facilities	$9,509,897
Health and Human Services	$2,122,988
Culture and Recreations	$3,130,494
Other Current Expenditures	$12,104,679
Capital Outlay	$14,126,848
Debt Service	$10,361,040
Intergovernmental	$1,309,161
Total Expenditures	$182,353,328
Revenues to Expenditures	$5,912,170
Other Financing Sources and Uses	
Issuance of Refunded Debt	$10,480,000
Bond Premium	$654,769
Transfers In	$8,400,634
Refunding Escrow	$0
Transfers Out	($8,843,946)
Total Other Financing Sources and Uses	$10,691,457
Net Change in Fund Balances	$16,603,627
Fund Balances at Beginning of Year	$49,484,614
Fund Balances at End of Year	$66,088,241

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2017

	Solid Waste	Sewer	Water
ASSETS			
Current Assets:			
Cash and Short-term Investments	$2,221,748	$5,802,114	$6,943,882
Receivables	$310,396	$2,490,771	$1,862,286
Intergovernmental	$0	$0	$0
Other Current Assets	$0	$0	$0
Total Current Assets	$2,532,144	$8,292,885	$8,806,168
Noncurrent Assets:			
Land and Construction in Progress	$5,007,443	$1,217,739	$1,201,701
Other Capital Assets, Net of Accumulated Depreciation	$1,876,932	$23,197,794	$31,542,486
Total Noncurrent Assets	$6,884,375	$24,415,533	$32,744,187
Total Assets	$9,416,519	$32,708,418	$41,550,355
Deferred Outflows	$151,733	$195,085	$260,113
Total Assets and Deferred Outflows	$9,568,252	$32,903,503	$41,810,468
LIABILITIES			
Current Liabilities:			
Accounts Payable	$57,969	$23,185	$50,938
Accrued Payroll	$10,369	$20,211	$18,193
Accrued Liabilities	$0	$0	$0
Retainage Payable	$0	$0	$0
Refunds Payable	$210,673	$77,677	$20,072
Notes Payable	$6,000	$0	$113,120
Other Liabilities	$0	$0	$0
Current Portion of Long-term Liabilities:			
Bonds Payable	$135,000	$853,082	$1,086,978
Compensated Absences	$57,813	$154,846	$124,940
Total Current Liabilities	$477,824	$1,129,001	$1,414,241

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2017

	Solid Waste	Sewer	Water
Noncurrent Liabilities			
Net Pension Liability	$961,463	$1,236,167	$1,648,222
Bonds Payable, Net of Current Portion	$95,000	$6,054,409	$5,222,115
Total Noncurrent Liabilities	$1,056,463	$7,290,576	$6,870,337
Total Liabilities	$1,534,287	$8,419,577	$8,284,578
Deferred Inflows	$10,544	$13,557	$18,076
	$1,544,831	$8,433,134	$8,302,654
NET POSITION			
Invested in Capital Assets, Net of Related Debt	$6,764,925	$17,630,919	$26,420,764
Unrestricted	$1,258,496	$6,839,450	$7,087,050
Total Net Assets	$8,023,421	$24,470,369	$33,507,814
Total Assets and Deferred Outflows	$9,568,252	$32,903,503	$41,810,468

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2017

	Solid Waste	Sewer	Water
Operating Revenues			
Charges for Services	$1,202,323	$9,040,026	$7,005,405
Other Current Assets	$0	$0	$0
Total Operating Revenue	$1,202,323	$9,040,026	$7,005,405
Operating Expenses			
Personnel Services	$807,268	$1,022,330	$1,147,945
Non-Personnel Services	$1,202,451	$308,262	$1,653,226
Depreciation	$333,694	$946,160	$1,276,395
Intergovernmental Assets	$0	$5,683,915	$1,039,372
Total Operating Expenses	$2,343,413	$7,960,667	$5,116,938
Operating Income (Loss)	($1,141,090)	$1,079,359	$1,888,467
Non-operating Revenues and Expenses			
Intergovernmental Revenue	$0	$29,738	$0
Investment Income	$3,531	$8,890	$10,564
Interest Expense	($2,784)	($183,007)	($229,800)
Net Non-operating Revenue/Expense	$747	($144,379)	($219,236)
Income (Loss) Before Transfers	($1,140,343)	$934,980	$1,669,231
Capital Contribution	$0	$0	$0
Transfers In	$1,420,000	$1,128,745	$0
Transfers Out	($329,739)	($463,586)	($1,312,108)
Net Transfers	$1,090,261	$665,159	($1,312,108)
Change in Net Position	($50,082)	$1,600,139	$357,123
Net Position at Beginning of Year	$8,073,503	$22,870,230	$33,150,691
Net Position at End of Year	$8,023,421	$24,470,369	$33,507,814

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2017

	Solid Waste	Sewer	Water
Operating Activities			
Receipts from Customers and Users	$1,187,696	$8,960,384	$7,011,267
Employer Contributions	$0	$0	$0
Payment of Utility Assessments	$0	($5,683,915)	($1,039,372)
Payments to Vendors and Contractors	($1,248,251)	($297,421)	($1,953,006)
Payment of Employee Salaries, Benefits, and Related Ac	($770,824)	($1,022,465)	($1,124,367)
Net Cash Operating Activities	($831,379)	$1,956,583	$2,894,522
Noncapital Financing Activities			
Operating Grants Received	$0	$29,738	$0
Transfers from Other Funds	$1,420,000	$662,745	$0
Transfers to Other Funds	($329,739)	($463,586)	($846,108)
Net Cash Noncapital Financing Activities	$1,090,261	$228,897	($846,108)
Capital Financing Activities			
Acquisition and Construction of Capital Assets	($333,097)	($776,004)	($704,710)
Proceeds from Notes	$6,000	$0	$113,120
Proceeds from Bonds	$205,000	$0	$260,000
Principal Payments on Loans	($95,000)	($879,279)	($1,301,249)
Capital Contribution	$0	$0	$0
Interest Expense	($2,783)	($183,007)	($229,800)
Net Cash Capital Financing Activities	($219,880)	($1,838,290)	($1,862,639)
Investment Activities			
Investment Income	$3,529	$8,891	$10,567
Net Cash Investment Activities	$3,529	$8,891	$10,567
Net Change in Cash	$42,531	$356,081	$196,342
Cash and Investments Beginning of Year	$2,179,217	$5,446,033	$6,747,540
Cash and Investments End of Year	$2,221,748	$5,802,114	$6,943,882

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
Anita M. Reinke Memorial Scholarship	$11,652.98	$435.06	$450.56	$11,637.48
Arthur and Cecilia Bailey Scholarship	$53,840.81	$972.75	$2,500.01	$52,313.55
Centennial Football Scholarship	$473.34	$17.92		$491.26
Charles and Bernice Siegel Memorial Fund	$232,654.42		$283.48	$232,370.94
Chloe Mala	$15,118.49	$3,462.72	$1,000.00	$17,581.21
Class of 1979 Scholarship	$14.87	$30.42		$45.29
Class of 1980 Scholarship	$6,538.61	$1,248.06	$500.00	$7,286.67
C. J. Cullen III Memorial Scholarship	$45,092.78	$1,682.49	$2,500.00	$44,275.27
Dana F. Burke Scholarship	$4,564.51	$170.30		$4,734.81
De Fazio Family Memorial Scholarship	$16,612.22	$619.75	$675.00	$16,556.97
Derwood Newman Memorial	$28,778.56	$1,073.31		$29,851.87
Dr. Lee Allan Memorial	$3,318.01	$123.79		$3,441.80
Dwight School (Pollard School)	$43,944.69	$1,644.97		$45,589.66
Edward J. Stewart 13 Club Scholarship	$95.44	$3.25		$98.69
Edith Wildman Fund	$570,635.61	$21,304.09	$20,000.00	$571,939.70
Elizabeth Handley	$44,674.22	$1,666.82	$1,800.00	$44,541.04
Elizabeth May Music Trust		$200,000.00		$200,000.00
Frederick Barstow Scholarship	$285,456.55	$10,649.74	$14,000.00	$282,106.29
Frederick Harris Scholarship	$35,089.71	$1,309.14	$2,000.00	$34,398.85
George Morse Memorial Scholarship	$238,002.04	$8,880.11	$4,600.00	$242,282.15
George F. Skinner	$2,837.47	$105.94	$1,200.00	$1,743.41
High School Sports Endowment	$36,868.23	$1,389.82	$990.00	$37,268.05
Igor Guralnik & Keith Flueckiger	-$496.20	$614.76	$100.00	$18.56
Joan W. Swartz Memorial Scholarship	$71.79	$3.28		$75.07
John Akers	$309,297.03	$12,984.62	$10,000.00	$312,281.65
John C. Wood (High School Library)	$15,662.44	$419.39	$30.65	$16,051.18
Joseph Paulini Scholarship	$3,426.74	$253.37	$130.00	$3,550.11
Kyle Shapiro Scholarship	$23.16	$0.94	$17.85	$6.25
Leo F. Richards Jr. Scholarship	$1,032.85	$38.45	$500.00	$571.30
Linda Barnes Scholarship	$591.09	$1,022.04	$500.00	$1,113.13
Lizzie and Reuben Grossman Scholarship	$90.69	$6,126.51	$6,125.00	$92.20
Mark R., Beane Memorial Scholarship	$39,428.23	$1,471.19	$1,500.00	$39,399.42
Martin Luther King Scholarship	$5,320.73	$196.84	$200.00	$5,317.57
Minot Mac Donald (Carter School Library)	$10,623.58	$408.13		$11,031.71
Miriam Kronish Scholarship	$6,234.82	$232.21	$275.00	$6,192.03
Miriam Kronish Excellence in Educ	$37,444.61	$2,264.24	$1,133.85	$38,575.00
Nate Tavalone Scholarship	$8,355.75	$611.81	$300.00	$8,667.56
New Century Club Scholarship	$14,844.96	$553.84	$575.00	$14,823.80
Nina Pansuk Scholarship	$158,063.41	$9,192.13	$6,000.00	$161,255.54
Peter Eloranta Chemistry Award Scholarship	$14,212.75	$580.40		$14,793.15
Peter Eloranta Scholarship	$107,731.27	$4,022.05	$4,000.00	$107,753.32
Rebecca H. Perry Memorial Scholarship	$285,998.78	$10,671.24	$6,000.00	$290,670.02

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
Richard Jensen, Sr. Memorial Scholarship	$3,269.60	$122.01		$3,391.61
Robert and Elizabeth Gardner Scholarship	$101,404.08	$30,550.82	$20,000.00	$111,954.90
Robert Burke Fitzgerald	$122,070.76	$4,557.39	$4,800.00	$121,828.15
Ruth Ann B. Simmons MD Memorial Scholarship	$18,596.46	$673.08	$3,600.00	$15,669.54
Scott Marino Memorial Scholarship	$9,030.31	$331.72	$1,000.00	$8,362.03
Stacy Neilson Memorial Fund (Soccer Team)	$168.93	$23,013.26		$23,182.19
Students Need Arts Trust Fund	$68.90		$1.16	$67.74
Timothy P. Flanagan Memorial Scholarship	$8,960.93	$335.09	$3,500.00	$5,796.02
Richard Tod Greenleaf III Memorial	$4,506.94	$168.25	$1,000.00	$3,675.19
walter burke	$18.00		$18.00	
William G. Moseley Scholarship	$25,346.70	$945.81	$800.00	$25,492.51
Willaim L. Sweet Scholarship	$911,049.86	$65,810.42	$55,500.00	$921,360.28
William T. Burke Memorial Scholarship	$232.93	$8.70	$29.99	$211.64
Subtotal School	$3,898,946.44	$434,974.44	$180,135.55	$4,153,785.33
Arthur W. & Barbara S. Hatch Fund	$326,841.57	$12,687.63	$14,396.43	$325,132.77
Bosworth Library Trust Fund	$8,974.83	$331.19	$950.00	$8,356.02
Charles Fredic Clifford Henderson Library 10% Trust	$146,535.90	$5,432.75	$1,819.76	$150,148.89
Cora Proctor Thurston Fund	$15,250.31	$550.18	$604.71	$15,195.78
Harold Street Trust	$26,518.58	$990.04		$27,508.62
Helen DE M. Dunn Library Trust Fund	$951.11	$35.49		$986.60
Karl L. Nutter Library Trust Fund	$2,582.18	$96.34		$2,678.52
Laura G. Willgoose Library Trust Fund	$160,556.35	$5,952.39	$1,807.08	$164,701.66
Library Permanent Donation Fund	$84,381.09	$68,493.78	$55,845.23	$97,029.64
Lois Carley Children's Library Trust	$13,962.29	$479.27	$1,339.28	$13,102.28
Martha Barr Library Trust Fund	$3,692.25	$133.80		$3,826.05
Myra S. Greenwood Library Trust Fund	$83,028.44	$3,097.87		$86,126.31
Roger S. Corliss Fund	$8,127.46	$297.11	$195.98	$8,228.59
William Carter Fund	$40,806.05	$1,522.61		$42,328.66
William H. Wye Library Fund	$1,883.09	$70.25		$1,953.34
Kathleen F and Dr Thomas H Weller Trust Fund	$7,109.89			$7,109.89
Subtotal Library	$931,201.39	$100,170.70	$76,958.47	$954,413.62
350th Needham Birthday Celebration	$6,160.14	$229.99		$6,390.13
400th Needham Birthday Celebration	$4,140.34	$124.12		$4,264.46
Community Revitalization Maintenance 10% Trust	$5,555.91	$2,208.99	$7,460.00	$304.90
Community Revitalization Trust	$627.95	$6,583.38	$6,814.03	$397.30
Council on Aging Permanent Donation	$167,083.55	$6,234.20		$173,317.75
Domestic Violence Trust	$266,831.07	$16,660.98	$17,805.65	$265,686.40
Esther Lyford Trust	$11,728.70	$437.68		$12,166.38
Green Field Improvement Association Fund	$6,443.44	$239.78		$6,683.22

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
John B. Tolman Trust (Library/Temperance Organization)	$135,949.66	$14,845.99	$4,616.84	$146,178.81
Mary Virginia E. Hill (Animal Welfare) Fund	$15,444.69	$576.70		$16,021.39
Needham Cemetery Grand Army Lot Perpetual Care Fund	$14,465.61	$539.84		$15,005.45
Needham Military Band	$157.59			$157.59
Park & Recreation (Park Beautification) Fund	$15,626.46	$615.67		$16,242.13
Rebecca Perry Park Trust Fund	$31,730.01	$1,183.17		$32,913.18
Robert & Marcia Carleton Memorial Trust Fund	$110,045.46	$4,106.36		$114,151.82
Robert & Marcia Carleton Pavilion Fund	$33,637.56	$1,255.18		$34,892.74
Skate Park Trust Fund	$1,928.73	$927.04		$2,855.77
Subtotal Other Funds	$827,556.87	$56,769.07	$36,696.52	$847,629.42
income not yet distributed	$105.00		$105.00	
TOTAL	$5,657,809.70	$591,914.21	$293,895.54	$5,955,828.37

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Townwide		$43,425,608	-$16,775	-$1,175,312	$42,233,521	-$39,971,411.27	-$395,421.96	-$40,366,833.23	$1,866,687.77
10	Board of Selectmen and the Office of the Town Manager	$873,304		$6,827	$880,131	-$842,707.60	-$8,189.05	-$850,896.65	$29,234.35
11	Town Clerk and Board of Registrars	$398,329		$6,336	$404,665	-$391,604.42	-$1,013.82	-$392,618.24	$12,046.76
12	Town Counsel	$329,442		$103,425	$432,867	-$363,851.34	-$68,300.17	-$432,151.51	$715.49
13	Personnel Board	$15,000			$15,000	-$4,750.93		-$4,750.93	$10,249.07
14	Finance Department	$2,641,207		$11,074	$2,652,281	-$2,452,542.19	-$49,522.25	-$2,502,064.44	$150,216.56
15	Finance Committee	$36,983			$36,983	-$35,601.36		-$35,601.36	$1,381.64
16	Planning and Community Development Department	$515,350		$7,188	$522,538	-$513,666.89	-$2,260.00	-$515,926.89	$6,611.11
17	Police Department	$6,502,837			$6,502,837	-$5,832,293.85	-$133,360.70	-$5,965,654.55	$537,182.45
18	Fire Department	$7,288,506		$231,022	$7,519,528	-$7,255,454.56	-$49,966.57	-$7,305,421.13	$214,106.87
19	Building Department	$702,367		$3,403	$705,770	-$625,550.05		-$625,550.05	$80,219.95
20	Minuteman Regional High School Assessment	$762,686	$3,375		$766,061	-$766,061.00		-$766,061.00	
21	Needham Public Schools	$65,189,914			$65,189,914	-$63,414,449.38	-$1,233,106.58	-$64,647,555.96	$542,358.04
22	Department of Public Facilities	$6,181,359		$178,403	$6,359,762	-$5,829,278.28	-$290,798.68	-$6,120,076.96	$239,685.04
23	Department of Public Works	$5,578,786	$120,000	$617,810	$6,316,596	-$5,988,852.34	-$211,273.86	-$6,200,126.20	$116,469.80
24	Municipal Parking Program	$99,864			$99,864	-$79,067.14	-$13,732.52	-$92,799.66	$7,064.34
25	Health and Human Services Department	$1,491,265	$61,305	$4,512	$1,557,082	-$1,443,914.18	-$5,151.72	-$1,449,065.90	$108,016.10
26	Commission on Disabilities	$2,050			$2,050	-$2,015.66		-$2,015.66	$34.34
27	Historical Commission	$1,050			$1,050				$1,050.00

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
28	Needham Public Library	$1,591,873		$2,409	$1,594,282	-$1,534,589.87	-$2,675.55	-$1,537,265.42	$57,016.58
29	Park and Recreation Department	$599,597		$2,903	$602,500	-$526,665.34	-$24,533.89	-$551,199.23	$51,300.77
30	Memorial Park	$750			$750	-$561.89		-$561.89	$188.11
	Subtotal	$100,802,519	$184,680	$1,175,312	$102,162,511	-$97,903,478.27	-$2,093,885.36	-$99,997,363.63	$2,165,147.37
Townwide & Departments		$144,228,127	$167,905		$144,396,032	-$137,874,889.54	-$2,489,307.32	-$140,364,196.86	$4,031,835.14
Townwide Expense Budgets									
1	Casualty, Liability, Property & Self-Insurance Program	$582,400			$582,400	-$532,194.16	-$43,141.84	-$575,336.00	$7,064.00
2	Debt Service	$11,161,839			$11,161,839	-$11,148,800.46		-$11,148,800.46	$13,038.54
3	Group Health Insurance, Employee Benefits & Administrative Costs	$13,197,691	$22,819		$13,220,510	-$12,727,283.27	-$16,635.00	-$12,743,918.27	$476,591.73
4	Needham Electric, Light & Gas Program	$3,414,290	$47,905		$3,462,195	-$2,749,678.74	-$335,645.12	-$3,085,323.86	$376,871.14
5	Retiree Insurance & Insurance Liability Fund (OPEB)	$5,568,923			$5,568,923	-$5,568,923.00		-$5,568,923.00	
6	Retirement Assessments	$6,724,500			$6,724,500	-$6,610,441.64		-$6,610,441.64	$114,058.36
7	Workers Compensation	$634,090			$634,090	-$634,090.00		-$634,090.00	
8	Classification Performance & Settlements	$600,000		-$465,557	$134,443				$134,443.00
9	Reserve Fund	$1,541,875	-$87,499	-$709,755	$744,621				$744,621.00
	Total	$43,425,608	-$16,775	-$1,175,312	$42,233,521	-$39,971,411.27	-$395,421.96	-$40,366,833.23	$1,866,687.77

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Board of Selectmen and the Office of the Town Manager								
10A Salary & Wages	$755,962		$6,827	$762,789	-$746,541.99		-$746,541.99	$16,247.01
10B Expenses	$117,342			$117,342	-$96,165.61	-$8,189.05	-$104,354.66	$12,987.34
Total	$873,304		$6,827	$880,131	-$842,707.60	-$8,189.05	-$850,896.65	$29,234.35
Town Clerk and Board of Registrars								
11A Salary & Wages	$345,579		$6,336	$351,915	-$351,598.62		-$351,598.62	$316.38
11B Expenses	$52,750			$52,750	-$40,005.80	-$1,013.82	-$41,019.62	$11,730.38
Total	$398,329		$6,336	$404,665	-$391,604.42	-$1,013.82	-$392,618.24	$12,046.76
Town Counsel								
12A Salary & Wages	$75,442			$75,442	-$75,140.00		-$75,140.00	$302.00
12B Expenses	$254,000		$103,425	$357,425	-$288,711.34	-$68,300.17	-$357,011.51	$413.49
Total	$329,442		$103,425	$432,867	-$363,851.34	-$68,300.17	-$432,151.51	$715.49
Personnel Board								
13A Salary & Wages								
13B Expenses	$15,000			$15,000	-$4,750.93		-$4,750.93	$10,249.07
Total	$15,000			$15,000	-$4,750.93		-$4,750.93	$10,249.07
Finance Department								
14A Salary & Wages	$1,747,977		$11,074	$1,759,051	-$1,674,347.73		-$1,674,347.73	$84,703.27
14B Expenses	$824,755			$824,755	-$712,429.45	-$47,262.25	-$759,691.70	$65,063.30
14C Capital	$68,475			$68,475	-$65,765.01	-$2,260.00	-$68,025.01	$449.99
Total	$2,641,207		$11,074	$2,652,281	-$2,452,542.19	-$49,522.25	-$2,502,064.44	$150,216.56

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Finance Committee								
15A Salary & Wages	$35,733			$35,733	-$35,091.71		-$35,091.71	$641.29
15B Expenses	$1,250			$1,250	-$509.65		-$509.65	$740.35
Total	$36,983			$36,983	-$35,601.36		-$35,601.36	$1,381.64
Planning and Community Development Department								
16A Salary & Wages	$486,742		$7,188	$493,930	-$490,034.24		-$490,034.24	$3,895.76
16B Expenses	$28,608			$28,608	-$23,632.65	-$2,260.00	-$25,892.65	$2,715.35
Total	$515,350		$7,188	$522,538	-$513,666.89	-$2,260.00	-$515,926.89	$6,611.11
Police Department								
17A Salary & Wages	$5,967,300			$5,967,300	-$5,486,085.09		-$5,486,085.09	$481,214.91
17B Expenses	$306,635			$306,635	-$225,000.99	-$36,489.15	-$261,490.14	$45,144.86
17C Capital	$228,902			$228,902	-$121,207.77	-$96,871.55	-$218,079.32	$10,822.68
Total	$6,502,837			$6,502,837	-$5,832,293.85	-$133,360.70	-$5,965,654.55	$537,182.45
Fire Department								
18A Salary & Wages	$6,942,435		$231,022	$7,173,457	-$6,962,163.17		-$6,962,163.17	$211,293.83
18B Expenses	$322,236			$322,236	-$269,590.39	-$49,966.57	-$319,556.96	$2,679.04
18C Capital	$23,835			$23,835	-$23,701.00		-$23,701.00	$134.00
Total	$7,288,506		$231,022	$7,519,528	-$7,255,454.56	-$49,966.57	-$7,305,421.13	$214,106.87
Building Department								
19A Salary & Wages	$651,327		$3,403	$654,730	-$592,671.65		-$592,671.65	$62,058.35
19B Expenses	$51,040			$51,040	-$32,878.40		-$32,878.40	$18,161.60
Total	$702,367		$3,403	$705,770	-$625,550.05		-$625,550.05	$80,219.95

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Minuteman Regional High School Assessment									
20	Assessment	$762,686	$3,375		$766,061	-$766,061.00		-$766,061.00	
	Total	$762,686	$3,375		$766,061	-$766,061.00		-$766,061.00	
Needham Public Schools									
22	Needham Public School Budget	$65,189,914			$65,189,914	-$63,414,449.38	-$1,233,106.58	-$64,647,555.96	$542,358.04
	Total	$65,189,914			$65,189,914	-$63,414,449.38	-$1,233,106.58	-$64,647,555.96	$542,358.04
Department of Public Facilities									
22A	Salary & Wages	$3,619,482		$168,403	$3,787,885	-$3,658,147.93		-$3,658,147.93	$129,737.07
22B	Expenses	$2,561,877			$2,561,877	-$2,161,130.35	-$290,798.68	-$2,451,929.03	$109,947.97
22C	Capital			$10,000	$10,000	-$10,000.00		-$10,000.00	
	Total	$6,181,359		$178,403	$6,359,762	-$5,829,278.28	-$290,798.68	-$6,120,076.96	$239,685.04
Department of Public Works									
23A	Salary & Wages	$3,589,558		$21,480	$3,611,038	-$3,532,132.05		-$3,532,132.05	$78,905.95
23B	Expenses	$1,542,389	$120,000		$1,662,389	-$1,434,213.55	-$191,385.46	-$1,625,599.01	$36,789.99
23C	Capital	$38,800			$38,800	-$18,137.89	-$19,888.40	-$38,026.29	$773.71
23D	Snow and Ice	$408,039		$596,330	$1,004,369	-$1,004,368.85		-$1,004,368.85	$0.15
	Total	$5,578,786	$120,000	$617,810	$6,316,596	-$5,988,852.34	-$211,273.86	-$6,200,126.20	$116,469.80
Municipal Parking Program									
24	Program	$99,864			$99,864	-$79,067.14	-$13,732.52	-$92,799.66	$7,064.34
	Total	$99,864			$99,864	-$79,067.14	-$13,732.52	-$92,799.66	$7,064.34

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Health and Human Services Department								
25A Salary & Wages	$1,235,205	$61,305	$4,512	$1,301,022	-$1,194,266.33		-$1,194,266.33	$106,755.67
25B Expenses	$256,060			$256,060	-$249,647.85	-$5,151.72	-$254,799.57	$1,260.43
Total	$1,491,265	$61,305	$4,512	$1,557,082	-$1,443,914.18	-$5,151.72	-$1,449,065.90	$108,016.10
Commission on Disabilities								
26A Salary & Wages	$1,500			$1,500	-$1,500.00		-$1,500.00	
26B Expenses	$550			$550	-$515.66		-$515.66	$34.34
Total	$2,050			$2,050	-$2,015.66		-$2,015.66	$34.34
Historical Commission								
27A Salary & Wages								
27B Expenses	$1,050			$1,050				$1,050.00
Total	$1,050			$1,050				$1,050.00
Needham Public Library								
28A Salary & Wages	$1,262,855		$2,409	$1,265,264	-$1,209,273.19		-$1,209,273.19	$55,990.81
28B Expenses	$329,018			$329,018	-$325,316.68	-$2,675.55	-$327,992.23	$1,025.77
Total	$1,591,873		$2,409	$1,594,282	-$1,534,589.87	-$2,675.55	-$1,537,265.42	$57,016.58
Park and Recreation Department								
29A Salary & Wages	$495,097		$2,903	$498,000	-$449,881.57		-$449,881.57	$48,118.43
29B Expenses	$104,500			$104,500	-$76,783.77	-$24,533.89	-$101,317.66	$3,182.34
Total	$599,597		$2,903	$602,500	-$526,665.34	-$24,533.89	-$551,199.23	$51,300.77

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Memorial Park									
30A	Salary & Wages								
30B	Expenses	$750			$750	-$561.89		-$561.89	$188.11
	Total	$750			$750	-$561.89		-$561.89	$188.11
	Department Budget Total	$100,802,519	$184,680	$1,175,312	$102,162,511	-$97,903,478.27	-$2,093,885.36	-$99,997,363.63	$2,165,147.37
	Total Operating Budget	$144,228,127	$167,905		$144,396,032	-$137,874,889.54	-$2,489,307.32	-$140,364,196.86	$4,031,835.14

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A Salary & Wages	$766,816			$766,816	-$758,955.12		-$758,955.12	$7,860.88
101B Expenses	$1,200,969	$78,000		$1,278,969	-$1,148,422.47	-$118,430.93	-$1,266,853.40	$12,115.60
101C Capital	$86,500		$9,750	$96,250	-$13,652.00	-$82,598.00	-$96,250.00	
101D Debt Service	$150,000			$150,000	-$149,783.40		-$149,783.40	$216.60
102 Reserve Fund	$25,000		-$9,750	$15,250				$15,250.00
Total Operating Budget	$2,229,285	$78,000		$2,307,285	-$2,070,812.99	-$201,028.93	-$2,271,841.92	$35,443.08

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A Salary & Wages	$1,019,922			$1,019,922	-$997,868.01		-$997,868.01	$22,053.99
201B Expenses	$415,585			$415,585	-$267,309.25	-$82,938.60	-$350,247.85	$65,337.15
201C Capital	$50,000			$50,000		-$40,985.99	-$40,985.99	$9,014.01
201D MWRA Assessment	$5,718,107			$5,718,107	-$5,683,915.00		-$5,683,915.00	$34,192.00
201E Debt Service	$1,500,000			$1,500,000	-$1,033,181.87	-$11,522.50	-$1,044,704.37	$455,295.63
202 Reserve Fund	$35,000			$35,000				$35,000.00
Total Operating Budget	$8,738,614			$8,738,614	-$7,982,274.13	-$135,447.09	-$8,117,721.22	$620,892.78

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A	Salary & Wages	$1,134,686			$1,134,686	-$1,102,564.18		-$1,102,564.18	$32,121.82
301B	Expenses	$1,079,267		$5,068	$1,084,335	-$951,031.31	-$136,807.02	-$1,087,838.33	-$3,503.33
301C	Capital	$4,000			$4,000	-$2,875.00		-$2,875.00	$1,125.00
301D	MWRA Assessment	$1,043,468			$1,043,468	-$1,039,372.00		-$1,039,372.00	$4,096.00
301E	Debt Service	$1,550,000			$1,550,000	-$1,549,049.11		-$1,549,049.11	$950.89
302	Reserve Fund	$75,000		-$5,068	$69,932				$69,932.00
	Total Operating Budget	$4,886,421			$4,886,421	-$4,644,891.60	-$136,807.02	-$4,781,698.62	$104,722.38

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	$82,000			$82,000	-$6,728.81		-$6,728.81	$75,271.19
Total Operating Budget	$82,000			$82,000	-$6,728.81		-$6,728.81	$75,271.19

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Needham
City / Town / District

TAX RATE RECAPITULATION

Fiscal Year 2017

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 173,154
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	48,364
Ic.	Tax Levy (Ia minus Ib)	$ 124,789
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by cla (d) x (e) / 10
Residential	75.9440	94,770,357.75	7,970,766,680.00	11.89	94,772,
Net of Exempt					
Open Space	0.0000	0.00	0.00	0 00	
Commercial	16.6547	20,783,365.08	879,476,228.00	23.63	20,782,
Net of Exempt					
Industrial	2.9512	3,682,796.27	155,844,508.00	23.63	3,682,
SUBTOTAL	***95.5499***		***9,006,087,416.00***		***119,237,***
Personal	4.4501	5,553,270.42	234,987,080.00	23.63	5,552,
TOTAL	***100.0000***		***9,241,074,496.00***		***124,789,***

MUST EQU

Board of Assessors

Hoyt B. Davis, Director , Needham , cdavis@needhamma.gov 781-455-7500 I 12/5/2016 11:59 AM

Comment: I am signing on behalf of the Needham Board of Assessors

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By:	Amy Handfield
Date:	12/08/2016
Approved:	Andrew Nelson
Director of Accounts:	Mary Jane Handy

Mary Jane Handy

NOTE : The information was Approved on 12/8/2016

TAX RATE RECAPITULATION

Fiscal Year 2017

mounts to be raised			
a. Appropriations (col.(b) through col.(g) from page 4)			***169,950,342.00***
b. Other amounts to be raised			
1 Amounts certified for tax title purposes	***12,500.00***		
2. Debt and interest charges not included on page 4	0.00		
3. Final court judgements	0.00		
4 Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	36,585.00		
6. Revenue deficits	0.00		
7 Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. CPA other unappropriated/unreserved	***0.00***		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	0.00		
TOTAL IIb (Total lines 1 through 10)			***49,085.00***
c. State and county cherry sheet charges (C.S. 1-EC)			1,299,850.00
d. Allowance for abatements and exemptions (overlay)			1,855,475.52
e. Total amount to be raised (Total IIa through IId)			***173,154,752.52***
stimated receipts and other revenue sources			
a. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	10,468,210.00		
2. Massachusetts school building authority payments	695,148.00		
TOTAL IIIa			***11,163,358.00***
b. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col (b) Line 24)	***9,681,380.00***		
2. Offset Receipts (Schedule A-1)	***0.00***		
3. Enterprise Funds (Schedule A-2)	***16,025,446.00***		
4. Community Preservation Funds (See Schedule A-4)	***3,723,750.00***		
TOTAL IIIb			***29,430,576.00***
c. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col (c))	***6,190,372.00***		
2. Other available funds (page 4, col (d))	***1,580,657.00***		
TOTAL IIIc			***7,771,029.00***
d. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2016	0.00		
1b. Free cash..appropriated on or after July 1, 2016	0.00		
2. Municipal light source	0.00		
3. Other source :	0.00		
TOTAL IIId			***0.00***
e. Total estimated receipts and other revenue sources (Total IIIa through IIId)			***48,364,963.00***
ummary of total amount to be raised and total receipts from all sources			
a. Total amount to be raised (from IIe)			***173,154,752.52***
b. Total estimated receipts and other revenue sources (from IIIe)	***48,364,963.00***		
c. Total real and personal property tax levy (from Ic)	***124,789,789.52***		
d. Total receipts from all sources (total IVb plus IVc)			***173,154,752.52***

NOTE : The information was Approved on 12/8/2016

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Needham
City / Town / District

TAX RATE RECAPITULATION

Fiscal Year 2017

LOCAL RECEIPTS NOT ALLOCATED *

		Receipt Type Description	(a) Actual Receipts Fiscal 2016	(b) Estimated Receipt Fiscal 2017
==>	1.	MOTOR VEHICLE EXCISE	5,627,887.27	4,400,0
	2.	OTHER EXCISE		
==>		a.Meals	490,317.32	410,0
==>		b.Room	1,118,325.46	700,0
==>		c.Other	0.00	
==>	3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	728,071.27	195,0
==>	4.	PAYMENTS IN LIEU OF TAXES	73,478.45	50,0
	5.	CHARGES FOR SERVICES - WATER	0.00	
	6.	CHARGES FOR SERVICES - SEWER	0.00	
	7.	CHARGES FOR SERVICES - HOSPITAL	0.00	
	8.	CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	
	9.	OTHER CHARGES FOR SERVICES	967,143.44	1,385,0
	10.	FEES	112,891.49	93,7
	11.	RENTALS	217,913.71	175,0
	12.	DEPARTMENTAL REVENUE - SCHOOLS	36,221.83	4,0
	13.	DEPARTMENTAL REVENUE - LIBRARIES	42,120.98	34,0
	14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	
	15.	DEPARTMENTAL REVENUE - RECREATION	246,636.10	175,0
	16.	OTHER DEPARTMENTAL REVENUE	479,446.73	310,2
	17.	LICENSES AND PERMITS	2,314,222.42	1,529,3
	18.	SPECIAL ASSESSMENTS	1,367.46	
==>	19.	FINES AND FORFEITS	144,395.90	117,0
==>	20.	INVESTMENT INCOME	111,638.44	67,5
==>	21.	MEDICAID REIMBURSEMENT	176,672.32	25,0
==>	22.	MISCELLANEOUS RECURRING (PLEASE SPECIFY)	14,199.54	10,5
	23.	MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	120,525.01	
	24.	**Totals**	***13,023,475.14***	***9,681,3***

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examine the entries made on page 4 of the Fiscal 2017 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correc reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant , Needham , mvaillancourt@needhamma.gov 781-455-7500 I 12/6/2016 3:05 PM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterp funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receip actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2017 estimated receipts to FY 2016 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/8/2016

TAX RATE RECAPITULATION

Fiscal Year 2017

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS (a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	AUTHORIZATIONS MEMO ONLY (h) *** Revolving, Funds (See A-3)	(i) Borrowing Authorization (Other)
05/02/2016	2017	163,692,645.00	141,045,204.00	2,261,387.00	1,153,445.00	0.00	16,511,859.00	2,720,750.00	1,271,100.00	269,000.00
05/09/2016	2017	453,000.00	0.00	0.00	0.00	0.00	0.00	453,000.00	0.00	762,500.00
05/09/2016	2016	730,584.00	0.00	695,372.00	35,212.00	0.00	0.00	0.00	0.00	0.00
05/11/2016	2017	4,198,208.00	362,595.00	3,233,613.00	52,000.00	0.00	0.00	550,000.00	0.00	500,000.00
02/10/2016	2016	90,000.00	0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00
10/05/2016	2017	785,905.00	457,905.00	0.00	250,000.00	0.00	78,000.00	0.00	0.00	57,542,500.00
	Total	***169,950,342.00***	***141,865,704.00***	***6,190,372.00***	***1,580,657.00***	***0.00***	***16,589,859.00***	***3,723,750.00***		

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2016 or fiscal 2017.
** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.
*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Theodora K. Eaton, Town Clerk , Needham , Teaton@needhamma.gov 781-455-7500 I 12/5/2016 1:00 PM

Comment:

NOTE : The information was Approved on 12/8/2016

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EMERGENCY
POST

WARRANT FOR THE
STATE PRIMARY
The Commonwealth of Massachusetts

THURSDAY, SEPTEMBER 8, 2016

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Perform. Ctr
PRECINCT F – Needham High School - Gymnasium
PRECINCT G – Needham High School - Gymnasium
PRECINCT H – Broadmeadow School - Perform. Ctr
PRECINCT I Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON THURSDAY, THE EIGHTH DAY OF SEPTEMBER, 2016

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

REPRESENTATIVE IN CONGRESS ..... **Fourth District**
COUNCILLOR ..... **Second District**
SENATOR IN GENERAL COURT ..... **For Norfolk, Bristol and Middlesex District (Precincts A, B, C, I, and J)**
SENATOR IN GENERAL COURT ..... **For Norfolk and Suffolk District (Precincts D, E, F, G, and H)**
REPRESENTATIVE IN GENERAL COURT ..... **Thirteenth Norfolk District**
SHERIFF ..... **Norfolk County**
COUNTY COMMISSIONERS ..... **Norfolk County**

The Polls Wills Be Open From 7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 16th day of August, A.D. 2016.

Matthew D. Borrelli, *Chairman*
Marianne B. Cooley, *Vice Chairman*
Daniel P. Matthews, *Clerk*
John A. Bulian
Maurice P. Handel
Selectmen of Needham

A true copy,
ATTEST _____ 2016

Constable (month) (day)

ELECTION WARRANT

The Commonwealth of Massachusetts

RECEIVED TOWN CLERK
NEEDHAM, MA 02492
2016 AUG -9 PM 1:11

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Middlesex, ss.

To the registered voters of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston,

GREETINGS:

You are hereby notified and warned that the inhabitants of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston, registered to vote in any of said Towns, said Towns being the member Towns of the Minuteman Regional Vocational Technical School District, are to meet at their respective polling places, to wit, in the Towns of:

ACTON at the RJ Grey Jr. High School, located at 12 Charter Rd., in said Town,

ARLINGTON at the customary 10 polling locations, in said Town,

BELMONT at the customary 7 polling locations, in said Town,

BOLTON at the Nashoba Regional High School Auditorium, located at 12 Green Rd., in said Town,

BOXBOROUGH at the Town Hall, in the Grange Meeting Room, located at 29 Middle Rd., in said Town,

CARLISLE at the Town Hall, in the Clark Room, located at 66 Westford St., in said Town,

CONCORD at the Harvey Wheeler Community Center, located at 1276 Main St., in said Town,

DOVER at the Dover Town House, in the Great Hall, located at 5 Springdale Ave., in said Town,

LANCASTER at the Town Hall Auditorium, located at 695 Main St., in said Town,

LEXINGTON at the Lexington Community Center, located at 39 Marrett Rd., in said Town,

LINCOLN at the Smith School Gym, located at 6 Ballfield Rd., in said Town,

NEEDHAM at The Center at the Heights, located at 300 Hillside Ave., in said Town,

STOW at The Center School, located at 403 Great Rd., in said Town,

SUDBURY at the Town Hall, 322 Concord Rd., in said Town,

WAYLAND at the Town Building, located at 41 Cochituate Rd., in said Town, and

WESTON at the Town Hall, in the Lower Level Meeting Room, located at 11 Town House Rd., in said Town,

on TUESDAY SEPTEMBER 20, 2016 from 12 NOON – 8:00 PM to vote by BALLOT on the following question:

"Do you approve of the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District taken on June 27, 2016, to authorize the borrowing of $144,922,478 to pay costs of constructing a new district school?"

The vote of the Regional District School Committee reads in relevant part as follows:

VOTED: That the Minuteman Regional Vocational Technical School District (the "District") hereby appropriates the amount of $144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(n) of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty-four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, and (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

The debt authorized by this vote shall be submitted to the registered voters of the District's member towns for approval at a District-wide election in accordance with the provisions of Chapter 71, Section 14D and Chapter 71, Section 16(n) of the General Laws and the District Agreement. The date of such District-wide election shall be **Tuesday September 20, 2016 from Noon-8 PM.**

Yes _____ No _____

The District Secretary is hereby directed to serve this Warrant by posting an attested copy thereof in at least one public place in each of the Towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston, and by publishing a copy thereof at least once in a newspaper of general circulation in the District, said posting and publication to occur at least ten days before the day of election as aforesaid.

The District Secretary shall make due return of this Warrant with his or her doings thereon to the office of the District Secretary on or before the day of the election aforesaid.

Given under our hands and the seal of the Minuteman Regional Vocational Technical School District this 1st day of August, 2016.

Acton, Pam Nourse

Lancaster, Jennifer Leone

Arlington, Susan L. Sheffler

Lexington, David Horton

Belmont, Jack Weis

Lincoln, Sharon Antia

Bolton, David O'Connor

Needham, Jeffrey Stulin

Boxborough, Vincent Amoroso

Stow, Alice DeLuca

Carlisle, Judith Taylor

Sudbury, David R. Manjarrez

Concord, Carolyn C. Flood

Wayland, Mary Ellen Castagno

Dover, Ford Spalding

Weston, Douglas P. Gillespie

Minuteman Regional Vocational Technical School District Committee

A True Copy Attest:

David Horton August 1, 2016

David Horton, District Secretary Date

TOWN OF NEEDHAM

SPECIAL TOWN MEETING WARRANT

WEDNESDAY, October 5, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

WEDNESDAY, THE FIFTH DAY OF OCTOBER, 2016

At 7:30 in the afternoon, then and there to act upon the following articles, viz:

HUMAN RESOURCE ARTICLES

ARTICLE 1: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation at Town Meeting

Article Information: *At the time of the printing of the warrant, the parties had not reached agreement on this contract.*

HILLSIDE SCHOOL ARTICLES

ARTICLE 2: APPROPRIATE FOR HILLSIDE SCHOOL CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor's Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor's Map 108, including the payment of costs incidental or related thereto (the "Project"); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and

effort to save on cost escalation factors for construction. The anticipated savings are in the $1.25 to $1.5 million range. The PPBC will have a clearer understanding of the schedule and potential savings as the design development process gets underway this fall. If the accelerated schedule becomes a reality and the project budget is reduced, the amount borrowed and ultimately spent will be reduced accordingly.

An Emergency Preamble is requested as part of this warrant article, to permit use of the funds immediately following final Town Meeting vote. The purpose of the preamble is to allow development of the project design on the aforementioned accelerated schedule, which could lead to significant potential budget savings.

ARTICLE 3: APPROPRIATE FOR HILLSIDE SCHOOL OUTSIDE PLAY AREAS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of $250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2013 Special Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would fund the design and construction of a playing field and adjacent walkways at the new school. The field and walkway project is intended to be a completely separate, but parallel project that would be timed with the design of the building project. The proposed playing field will be approximately 25 yards by 35 yards, which is larger than U6 and U8 regulation soccer fields, but slightly smaller than a U10 youth soccer field.

This project is being kept separate from the school building project at the request of the MSBA, because a portion of these improvements will be constructed on land that is located within the Town of Needham, but owned by the Town of Wellesley. The Town of Wellesley owns a parcel of approximately 80 acres that abuts the new school consisting primarily of wetlands that surround the Rosemary Brook and act as a buffer to Wellesley's water supply. Wellesley has agreed to license a portion of this land to the Town of Needham for the purpose of making these recreational improvements.

An additional project to extend the walkways and construct nature trails around the upland knoll behind the school (also located within the licensed land) will be included in the FY2018 – FY2022 Capital Improvement Plan.

municipal functions mandate greater flexibility in building height. This has been found to be the case with respect to the proposed new Hillside School on the Owen's Farm site on Central Avenue and with respect to the Police/Fire station on Chestnut Street. Like other institutional uses, municipal and school uses also often require that equipment and other non-habitable structures be placed on the roof to support HVAC, plant, and other mechanical functions. The amendment authorizing the allowance of these types of structures tracks those used in the Institutional and commercial zones. The amendment limits the height of these structures to fifteen feet and their coverage to 33% of the total roof area. (It should also be noted that the Planning Board, under site plan review authority, may also require them to be setback from the building edge to minimize their visibility.) The allowance of cornices and parapets 5 feet above the maximum building height also serves to limit the visibility of such structures. Finally, to assure continued progress in energy conservation in municipal buildings and schools, this article also allows for solar panels to be installed without limitation on coverage on roof tops provided they are set back a distance at least equal to the height of the panel.

ARTICLE 5: AMEND ZONING BY-LAW – DEFINITION OF BASEMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by replacing the existing definition of the term "Basement", so that the entire definition shall now read as follows:

"Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the area of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade; additional basement levels must be completely below grade. Notwithstanding the above, a walkout basement shall be limited to a maximum height of 10 feet with said height measured from the plane of the finished basement floor to the plane of the underside of the first floor joists directly above. For purposes of this definition, area shall be computed by taking the exterior perimeter of basement walls, whether or not exposed, multiplied by the height of all walls, whether or not exposed."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Explanation: Presently under the By-Law, where a structure is on a sloping site, multiple stacked basements all having 100 percent above-grade exposure along at least one exterior wall are permitted under the Basement definition and the measurement of average height. This article would amend the Basement definition so as to permit only one basement level to be placed partly below grade; additional sub-basement levels would be permitted but only if such additional sub-basement levels are placed completely below grade. Furthermore, walkout basements would be limited to a maximum height of 10 feet with said height measured from the plane of the finished basement floor to the plane of the underside of the first floor joists directly above. The article is designed to correct an unforeseen By-Law outcome which permitted a residential structure containing two and one half stories to be built atop a multi-level basement

review are complete and the position has been proposed for funding in the amount of $61,305 in the Health and Human Service salary line and $22,819 in the Group Health Insurance, Employee Benefits, Assessments, & Administrative Costs line. Finally, the amount of electricity that the solar array is producing is more than the budget plan assumed. The Town pays SolarCity to generate power, which is provided to Eversource, who pays the Town for the power added to the grid. The Town pays approximately $0.09 per KHW and receives on average approximately $0.17 per KWH. The payment to the Town is deposited in the General Fund. So, while the Town is receiving more in revenue than it is expending for solar generation, the accounting of the transactions requires an increase in the appropriation for electricity in the Needham Electric Light & Gas Program line in the amount of $47,905 to pay SolarCity.

ARTICLE 7: AMEND THE FY2017 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 RTS Enterprise Fund Budget adopted under Article 13 of the May 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,200,969	$1,278,969

said sum to be raised from RTS Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would amend the FY2017 RTS Enterprise Fund Budget. The article seeks to appropriate an additional $78,000 to the expense line of the operating budget. At the time that the enterprise budget was developed, the recycling market was much more favorable than it is now. The materials for recycling were generating extra revenue, or were a low cost to remove. The market has changed and the removal of product for recycling has turned from a revenue producer to an expense. Customers accepting commodities for recycling are charging to take the product, as there has been a break in demand. The cost is two-fold, first is the fee the Town pays the vendors to take the product, and the second is the cost to transport the product to the vendors. This is especially true for single stream and comingled materials. Presently, the market still provides revenue for the Town for certain metals and clean paper/cardboard materials. The compost operation remains steady and revenue producing.

development of a stormwater pollution prevention plan (SWPPP) for all maintenance garages, Public Works facilities, transfer stations, and waste handling facilities. Annual reporting of all maintenance activities, spills or overflows, and inspections is required including posting and updating all stormwater activities on the Town's website.

ARTICLE 9: APPROPRIATE FOR ELIOT SCHOOL TRAFFIC SAFETY IMPROVEMENTS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of $90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Eliot School participated in a Safe Routes to School study, conducted by the Commonwealth, that recommended several improvements to the Eliot School walking route. Recommended improvements under this article include the installation of flashing School Zone 20 MPH signs and radar enabled speed limit signs on Central Avenue within 1,000 feet of the Eliot School. The Traffic Management Advisory Committee concurred with the study and recommended that these improvements be installed as soon as possible considering weather limitations. The study included other recommendations including the reconstruction of the Cedar Street/Central Avenue intersection. These improvements will be considered in the FY2018 – 2022 Capital Improvement Plan.

GENERAL ARTICLES /CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE 10: ACCEPTANCE OF EASEMENT/1001 – 1015 CENTRAL AVENUE SUBDIVISION

To see if the Town will vote to authorize the Selectmen to accept the following easement from RRNIR, LLC: Non-exclusive right and perpetual easement and right of way over Sunrise Terrace for the purpose of passing on foot or by vehicle as shown on a plan entitled "Sunrise Terrace, Definitive Subdivision, last revised June 29, 2016, on file with the Needham Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: As a condition of approval of the 1001 – 1015 Central Avenue Subdivision, the Planning Board required that the Developer grant the Town an access easement to allow vehicles and pedestrians to pass and re-pass over the way known as Sunrise Terrace.

ARTICLE 12: AMEND GENERAL BY-LAW – NOTIFICATION

To see if the Town will vote to amend the General By-laws by deleting sections 1.2 and 1.3, renumbering sections accordingly, and inserting in place thereof the following:

"SECTION 1.2 NOTIFICATION

1.2.1 All Town Meetings shall be notified and warned by posting attested copies of the Warrant calling for the Town Meeting in not less than twenty public places in the Town at least seven days before the time of holding the Annual Town Meeting and at least fourteen days before any Special Town Meeting.

1.2.2 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business.

1.2.3 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

1.2.5 The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting, and shall post a copy of each warrant on the official Town of Needham website.

1.2.6 The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In 2002, Town Meeting voted to eliminate the practice of distributing the Town Warrant to each household. The General By-laws of the Town still require the mailing of a notice of each annual Town Election. With the increased use of the Town's website, the advent of social media and the number of other ways to inform the public, the Town Clerk has recommended that the mailing of a postcard for the Annual Town Election – always held on the second Tuesday of April – is no longer necessary.

ARTICLE 13: CITIZENS' PETITION – AMEND ZONING BY-LAW

To see if the Town will vote to amend Section 4.2.1, Table of Regulations, of the Needham Zoning Bylaw with respect to Single Residence B and General Residence Districts as follows:

Single Residence B and General Residence districts such that i) new structures are more compatible with their contexts and ii) all properties located in these zoning districts are afforded greater protections from crowding and loss of sun and privacy. The proposal would reduce the maximum allowable heights contained in Table 4.2.1 of the Zoning Bylaws as they pertain to construction in Single Residence B and General Residence districts. Specifically, the proposal would (a) reduce the maximum average above-grade height of new construction from 35 to 31.5 feet (a 10% reduction); (b) allow maximum height of 35 feet if side and rear yard setbacks that are at least 50% greater than the specified minimum (depending upon the specific circumstances, minimum side setbacks are 10, 12.5 or 14.5 feet and rear setbacks are either 10 or 20 feet); and (c) institute a 37-foot maximum height above grade at any single point around a building or structure. In order to reduce circumvention of the Zoning Bylaw's height restrictions, the lower of new and proposed grade elevations would be used in the calculation of the height of new structures located in Single Residence B and General Residence districts. The article also includes a provision whereby front yard setbacks would be determined based on the average front setback distance of neighboring structures located on the same street and within 150 feet of the property being developed, subject to a 20-foot minimum and 35-foot maximum.

The Large House Review Study Committee, appointed by the Planning Board, has been meeting since 2014 and is in the process of developing recommendations for zoning changes to present to the Planning Board for action at the 2017 Annual Town Meeting. As this is a citizens' petition article, the Planning Board will present its recommendations on this article at the Special Town Meeting.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 16th day of August 2016.

MATTHEW D. BORRELLI, ***Chairman***
MARIANNE B. COOLEY, ***Vice Chairman***
DANIEL P. MATTHEWS, ***Clerk***
JOHN A. BULIAN
MAURICE P. HANDEL
Selectmen of Needham

A TRUE COPY
Attest:
Constable:

WARRANT FOR THE
STATE ELECTION
The Commonwealth of Massachusetts
TUESDAY, NOVEMBER 8, 2016

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Perform. Ctr
PRECINCT F – Needham High School - Gymnasium
PRECINCT G – Needham High School - Gymnasium
PRECINCT H – Broadmeadow School - Perform. Ctr
PRECINCT I Wm. Mitchell School – Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

ON TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2016

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT ..... **For the Commonwealth**
REPRESENTATIVE IN CONGRESS ..... **For Fourth (4th) Congressional District**
COUNCILLOR ..... **For Second (2nd) Councillor District**
SENATOR IN GENERAL COURT (Precincts A,B,C,I,J) ... **For Norfolk, Bristol, and Middlesex Senatorial District**
SENATOR IN GENERAL COURT. (Precincts D,E,F,G,H) ..... **For Norfolk and Suffolk Senatorial District**
REPRESENTATIVE IN GENERAL COURT. ..... **For Thirteenth (13th) Norfolk Representative District**
SHERIFF ..... **For Norfolk County**
COUNTY COMMISSIONERS ..... **For Norfolk County**

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines.

The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot-machine gaming establishment at a location that meets certain conditions specified in the law.

A NO VOTE would make no change in current laws regarding gaming.

YES ___
NO ___

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school

enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.
If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.
New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.
The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A NO VOTE would make no change in current laws relative to charter schools.

YES ___
NO ___

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.
The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.
The proposed law would create a civil penalty of up to $1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it.
As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.
The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.
The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.
A NO VOTE would make no change in current laws relative to the keeping of farm animals.

YES ___
NO ___

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.
The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.
The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records.
The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.
The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law.
Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.
The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while

under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.
The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A NO VOTE would make no change in current laws relative to marijuana.

YES ___
NO ___

QUESTION 5: NON BINDING QUESTION

Shall the Town of Needham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to provide architectural design, engineering, construction, site work and site acquisition for the Hillside School on Central Avenue?

YES: ___
NO: ___

The Polls Wills Be Open From
7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 18th day of October, A.D. 2016.

_____ **Matthew D. Borrelli,** *Chairman*
_____ **Marianne B. Cooley,** *Vice Chairman*
_____ **Daniel P. Matthews,** *Clerk*
_____ **John A. Bulian**
_____ **Maurice P. Handel**
Selectmen of Needham

A true copy,
ATTEST _____ **2016**
Constable (month) (day)

(Warrant must be posted by **November 1, 2016,** (at least *seven days prior* to the **November 8, 2016**, State Election).

WARRANT FOR THE ANNUAL TOWN ELECTION
TUESDAY, APRIL 11, 2017
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE ELEVENTH DAY OF APRIL, 2017

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

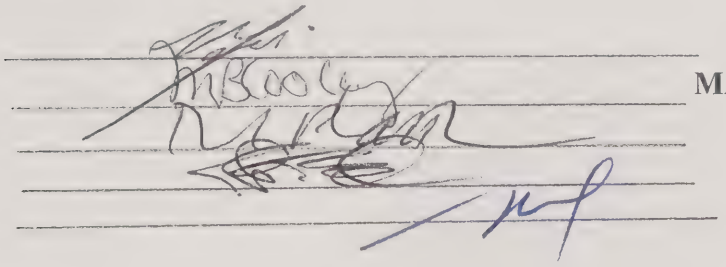
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Year;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 28TH day of February 2017.



MATTHEW D. BORRELLI, *Chairman*
MARIANNE B. COOLEY, *Vice Chairman*
DANIEL P. MATTHEWS, *Clerk*
JOHN A. BULIAN
MAURICE P. HANDEL
Selectmen of Needham

A true copy,
ATTEST _____ **2017**
Constable **(month) (day)**

TOWN OF NEEDHAM

2017 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 11, 2017

Business meeting: Monday, May 1, 2017

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to Annual Town Meeting.

2017 Annual Town Meeting Warrant
Table of Contents

PAGE

Finance Committee Fiscal Year 2018 Budget Recommendations 1

2018 Annual Town Meeting Warrant Index 8

Summary of Revenue FY2016 – FY2018 General Fund Only 11

Summary of Expenditures FY2016 – FY2018 General Fund Only 12

FY2018 General Fund Budget Recommendations – Submitted by Finance Committee 13

Reserve Fund Transfers 91

General Government Salary & Staffing Schedule 93

School Department Salary & Staffing Schedule 101

Debt Service – Schedule of Authorized & Issued ..... Appendix A

Open and Authorized Projects and Proposed Projects Financed by Debt ..... Appendix B

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March 15, 2017

Fellow Town Meeting Members,

The Finance Committee is pleased to present both its 106th Annual Report to Town Meeting and our recommended operating budget for Fiscal Year 2018. Today, Needham remains financially secure. Revenues continue to grow due to new construction and an expanded tax base. In addition, meals and hotel tax revenues continue to increase. Recent years of extraordinary growth have enabled the Town to invest in one-time expenses and to reserve funds for future needs.

In spite of the Town's positive financial position, a great deal of risk and uncertainty remain as we look to the future. Cutbacks in the Federal budget may push the costs for services down to the State and ultimately to local governments. Some of the grants and subsidies we currently receive may disappear or be reduced. The Fed is looking to raise interest rates as much as two or three times in each of the next few years to protect the economy against inflationary pressures. Each of these events could negatively impact the Town's financial future.

The Town has made significant steps implementing the Facilities Master Plan. Construction is underway on the new elementary school and feasibility studies are underway to address deficiencies and determine current and future needs at the Police and Fire buildings, the Memorial Park Building, and the High School. There are also significant projects on the horizon including expansion or reconstruction of the Public Works and School Administration buildings.

It is critical that the Town continue careful financial planning to pay for these significant projects, as well as the associated increase in operating costs. The Town is also preparing to expand services significantly with a new Full Day Kindergarten program and increased staffing in public safety. The Town must also continue to maintain and update current facilities and services. The Finance Committee remains committed to addressing the growing needs of the Town without unduly burdening the taxpayers. The Town will need to take on additional debt to finance these projects, some of which may need debt exclusion financing (often called "overrides") approved by the voters.

The Town's operating budget once again faces certain known costs that outpace revenue growth, including increases both in health insurance costs within Townwide Expenses and in the area of Special Education in the School Department. Both Town and School administrators continue to seek ways to slow the growth of costs in these areas. The Town is now actively examining health insurance options for future years. The School Department continues to consider expanding "in-house" Special Education programs such as the new, very successful, therapeutic program at the High School which was funded last year and which seeks to provide services that were previously available only outside of the district at a higher cost. The Finance Committee is satisfied that the budget recommended herein is reasonable and meets all critical needs of the Town, while exercising fiscal restraint and working to prepare for future expanding needs.

The Finance Committee supports the efforts of the Board of Selectmen and the Town Manager and the School Committee and the Superintendent in striving to build sustainable programs that both address current needs and make the investments necessary to meet future needs.

Revenue Summary

In FY 2018, General Fund revenue is projected to increase by a total of 7.3%. General Fund revenue is derived from three principal sources of revenue: property taxes, state aid, and local receipts. Property tax receipts comprise the largest source of revenue for Needham, accounting for 79.8% of projected General Fund Revenues in FY18. Needham has experienced substantial new growth in recent years, resulting

from significant increases in property values. This new growth has now become part of Needham's property tax base. Property tax receipts are increasing at a healthy rate, with an expected increase of approximately $6.5 million or 5.2% in FY 2018.

The amount of new growth remains strong, although it is projected to be $539,775 lower than FY2017. The level of new growth will fluctuate depending for the most part on the number of large commercial projects in a given year. Although this is the third year that the amount of new growth is lower than the previous year, this decrease is not a concern. As noted above, the property tax values that are new growth become part of the property tax base for future years. This represents a slowing of the rate of growth that was extraordinarily high in recent years due to exceptionally large projects in Needham Crossing. In FY 2018, 95.7% of the property tax levy is anticipated to be supported by the tax base from the prior year. New growth is expected to continue to increase, but at a more moderated pace.

The portion of property taxes collected for debt exclusions will begin to increase in FY 2018, since the Town has authorized a debt exclusion to fund the new elementary school to replace the Hillside School. Tax revenues for excluded debt will be almost $7.0 million, which is 5.3% of the anticipated tax levy for FY 2018. This compares to excluded debt service revenue of approximately $5.9 million for FY 2017, which was 4.7% of the tax levy.

Total state aid, which is primarily "Cherry Sheet" aid, is determined as part of the state budget process. State aid accounts for 6.8% of the projected General Fund revenue for FY 2018. The proportion of state aid to revenue is decreasing slightly from 7.3% in FY 2017, since we are projecting state aid to be level-funded in FY 2018. Although the Governor's proposed budget includes increases in Chapter 70 School Aid and Unrestricted General Government Aid, the budget is subject to change as it makes its way through the legislature. Furthermore, changes in the federal administration have led to additional uncertainty for federally derived benefits, so we have chosen a conservative approach.

Local receipts are another important General Fund revenue source, comprising 6.3% of FY 2018 General Fund revenue. Local receipts include revenues received for automobile, hotel room, and meal excise taxes, licensing and permitting fees, fines and penalties, and income from departmental activities and services. Local receipts can fluctuate greatly, so revenue projections are based on conservative assumptions in order to protect against an unexpected drop in one of the sources of revenue. We are expecting the increase in revenue from local receipts to be strong for a second consecutive year. Last year saw an increase in revenue relating to the new solar power project. In FY 2018, the increase in local receipts, expected to be $734,120, is driven primarily by an increase in the amount of motor vehicles excise taxes. Receipts from hotel and meals taxes are also increasing due to the strong local economy.

Free Cash is another substantial component of General Fund revenue. Free Cash results from revenue collections that exceed estimated revenue and from expenditures that are lower than appropriations at the end of the prior fiscal year (in this case, unused funds from FY 2016.) The budget was based on an estimated $8.6 million Free Cash to be available in FY 2018, which represents 5.2% of General Fund revenue. This is $1.7 million more than the level of Free Cash certified for use in FY 2017. We anticipate that there will be additional Free Cash available for appropriation at the Annual Town Meeting. We are recommending that Free Cash in FY 2018 be used to fund cash capital and financial warrant articles, to bolster reserves, and to partially support the operating budget.

The Town is careful to rely on only recurring revenues to support ongoing operating expenses. Because the Town consistently budgets each year in a conservative manner, a portion of Free Cash each year is fully expected to be recurring and therefore that portion can and should be used to support operating expenses. This year the operating budget includes approximately $2.7 million of available Free Cash. The balance of Free Cash is then used for one-time needs or for reserves. If a higher level of Free Cash is

certified, as we expect, then we would suggest that the additional funds be added to reserves for upcoming needs, or to contribute toward the unfunded portion of the OPEB outstanding liability.

At the time of this writing, the estimated total General Fund Revenue for Fiscal Year 2018 available for appropriation is $163,598,081.

FY18 Operating Budget

The total recommended operating budget for FY 2018 is $152,704,148, which is 5.8% higher than the current FY 2017 operating budget. Please note, for FY 2018 the Town has diverted some recurring funds from the operating budget into the Debt Service Stabilization Fund in order to have funds available for known future increases in operating needs, rather than use those funds to expand the current operating budget. The School Department plans to institute a full-day kindergarten program which will require an increase in the operating budget. In addition, the Town plans to increase staffing in both the Police and Fire Departments to improve service and keep up with the additional pressure placed on these departments due to expanded development in Needham Crossing. This step was taken specifically to avoid a request for an operating override vote to cover these future operating expenses.

Townwide Expenses

The FY 2018 budget recommendation includes an increase of 9.2% in Townwide Expenses. The primary driver of the increase is an increase in debt service payments. Other notable increases in Townwide Expenses include the Reserve Fund, OPEB, Retirement Assessments, and Classification, Performance and Settlements.

The Casual, Liability, Property and Self-Insurance line item accounts for the insurance coverage that the Town receives through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, and liability, as well as a small contingency for non-covered claims. This line item is increasing by 4.1%, or $23,800 in FY 2018, to cover premiums for the Town's growing inventory of facilities and equipment.

The Debt Service budget line is increasing significantly in FY 2018 after three consecutive years of decline. This line item covers payments for outstanding debt obligations for excluded debt, Community Preservation Act debt, and debt within the levy. The FY 2018 Debt Service line is increasing by 12.7%, or over $1.4 million. This substantial increase is the result of debt payments for the purchase of property and the construction of the new elementary school.

The Employee Benefits line (known as Group Insurance, Employee Benefits and Administrative Costs) is increasing by 5.5%, or $728,687. This includes increases for additional benefit eligible positions. The Employee Benefits budget also includes a projected 7.0% increase in health insurance costs. The Town is evaluating different options for health insurance in order to keep health premium increases as sustainable as possible.

The Needham Electric Light and Gas Program covers the costs relating to electric and natural gas usage; the costs of maintenance and repair of street lights; and the costs of producing solar electricity that is sold to the grid. Energy costs were removed from the budgets of the various operating divisions and consolidated in a single line item under Townwide Expenses in FY 2017 for better transparency of the effects of changes in energy costs. This line is increasing by 2.8%, or $95,845, in FY 2018. These costs are offset by revenue received from the solar electricity project, from both lease payments and from the sale of electricity generated by the solar array.

The FY 2018 Retirement Assessments line item is increasing by 9.0%, or $607,777. This line item covers pensions for retirees as well as unfunded pension liability. The Retirement Board reduced the assumed

rate of return for pension assets from 8.00% to 7.75% in FY 2016 and has discussed an additional reduction in the near future, paralleling actions being considered by many other governmental entities. The funding schedule in the most recent actuarial analysis includes at least two more years of continuing increases to the Town's annual contribution to make up for the increased unfunded liability resulting from the reduction in the assumed rate of return. An additional decrease in the assumed rate of return will also affect the annual contributions needed to address this unfunded liability.

The Retiree Insurance and Insurance Liability Fund line is increasing by 9.8%, or $546,532. The program, also known as "OPEB" (other post-employment benefits), funds benefits other than pensions, such as health insurance, that are provided to eligible retirees. For the FY 2018 budget, the assumed rate of return for OPEB funds was reduced from 7.75% to 7.5% which means that the budget must increase to keep up with the funding schedule. The FY 2018 OPEB budget is based on a 2015 actuarial analysis that is being updated in 2017. The new analysis is expected to further increase the required funding in this line item.

The Classification, Performance, and Settlements line item serves as a reserve for personnel-related needs during the fiscal year, including performance-based salary increases for managers, or increases resulting from new collective bargaining agreements. This line item is budgeted at $260,000. As of this writing, the collective bargaining agreement for the Needham Independent Public Employee Association (NIPEA) has not been settled for FY 2018.

The Reserve Fund provides funds that may be used for extraordinary or unforeseen budget needs that arise during the fiscal year. In the past the Reserve Fund has been used to fund expenses such as unexpected legal costs, unexpectedly high energy expenses, and costs associated with extraordinary snow and ice removal. This year the recommended Reserve Fund appropriation is $1,862,600, an increase of 28.1% over the FY 2017 budget. This increase is higher than usual because the Finance Committee chose to move certain salary and benefits costs for a proposed new position in the Public Facilities Department to this line. The Committee deferred the inclusion of this position in the budget until a new Director is in place and has an opportunity to fully review and assess the department's needs. The Finance Committee also moved funds into the Reserve Fund from the Park and Recreation budget. These funds were originally proposed to cover the staff salaries needed to open a new Rosemary Pool Complex in May or June of 2018. The Finance Committee chose to move these expenses to the Reserve Fund pending a better determination of an actual opening date for the Pool Complex.

Municipal Departments (excluding Education)

The Municipal Departments category includes 21 different budgets encompassing operational departments, boards and committees, as well as the municipal parking program. This report groups those budgets within Municipal Departments by functional groups.

General Government and Land Use

The FY 2018 proposed budget for all General Government and Land Use departments is 3.1% higher than the FY 2017 budget. The Board of Selectmen/Town Manager budget line item is increasing 11.8% compared to FY 2017. The FY 2018 budget adds back a Benefits Administrator position to Human Resources to replace a position that was reclassified last year. This budget also includes an increase in the expenses to fund a consultant to develop an employee engagement initiative.

The Town Clerk and Board of Registrar's FY 2018 budget is decreasing by 6.7%. In FY 2017 the Town conducted three scheduled elections, including a presidential election with early voting. While the budget includes an increase in wages for elections workers, this is offset by the fact that the Town has only one scheduled election in FY 2018

Public Safety

The Public Safety Departments, which include the Police, Fire, and Building Departments, have a combined increase of 3.9% in the FY 2018 budget. The Police Department budget is increasing 1.8%, reflecting increases in salary and wages and a decrease in the FY 2018 cost for the police vehicle replacement cycle. The Police Department budget submission included a request to hire additional Police Officers starting in FY 2019, due to growing needs including an expected increase in service calls resulting from redevelopment at Needham Crossing, including new businesses and potential new residential housing. A staffing study is currently being conducted for both the Police and Fire Departments, and the Finance Committee will review the necessity of increasing Police staffing in the coming years.

The Fire Department budget is increasing by 5.5% in FY 2018. There is an article in this warrant seeking approval for funds to design a new Public Safety Complex downtown and a replacement Fire Station 2 in the Heights. It was agreed that the staffing increase in the Fire Department should be deferred until FY 2019, in the same manner as the Police Department. It is important to note that increases in staffing in both the Police and Fire Departments will affect not only the operating budgets of those departments, but will increase costs of employee benefits in Townwide Expenses.

The FY 2018 budget for the Building Department is increasing by 5.2%, due contractual salary increases with no change in the expense line.

Public Facilities and Public Works

The total combined budget for the Public Facilities Department, the Department of Public Works (DPW), and the Municipal Parking Program, is increasing by a modest 2.7%. These budgets are less susceptible to volatility since the energy costs have been consolidated into Townwide Expenses.

The Public Facilities Department budget is increasing by 5.0% in the FY 2018 budget, due to contractual salary increases. The department contains two divisions, Construction and Maintenance. The Finance Committee chose to defer funding a request for the new position of Contract Administrator in the FY 2018 budget. At the time of this letter, the Town was conducting a search for a new Director of Operations. The Finance Committee concluded that the new Director should have the opportunity to analyze the needs of the department before a new position is created and funded. As mentioned previously, the Finance Committee chose to move the funds for the salary and expenses relating to this position into the Reserve Fund. The FY 2018 budget for the Department of Public Works is virtually flat with an increase of 0.1%. This reflects the fact that there is not yet a settled agreement between the Town and the union representing many of the positions in Public Works. As noted earlier, the funds to cover wage increases that may be occasioned by a new contract are reflected in the Classification, Performance and Settlements line item under Townwide Expenses.

The Municipal Parking budget is increasing by 4.0% due to an increase in the contracted cost for lot maintenance. There is currently no settled contract for the employees who perform the work covered by this budget on an overtime basis.

Community Services

While the Community Services budget constitutes only 2.5% of the overall operating budget, the six divisions that comprise Community Services provide significant services to residents and businesses throughout the community and receive substantial funding from fees, grants, and donations, as well as support from volunteer services. The budgets for the Health Department; the Council on the Aging; the Youth Commission; and the Veteran Services Division were recently merged into one budget in FY 2016. The combined budget for the four Divisions is increasing 9.0% in FY 2018. The FY 2018 budget

includes salary increases for staff as well as the annual salary for a new Public Health Inspection position that was considered during the budget process this year, and funded for a partial year at the Fall 2016 Special Town Meeting. Veterans' Services is increasing due to an increase in the cost of benefits. Expenses in the HHS Department are increasing due to increases in costs of contractual services and increased wireless communications needs.

The Library budget is increasing 4.0% for FY 2018. The budget includes funding for additional hours for a Young Adult Librarian, a priority of the Library Trustees. Requests for wireless internet service, book and DVD downloading subscriptions, an online reference database, and the salary for a part-time person for packing and unpacking deliveries will continue to be funded through the State Aid account in FY 2018.

The Park and Recreation Department line is decreasing by 18.9% in the FY 2018 budget. This significant reduction is due to the closing of the Rosemary Pool during the summer of 2017. This will result in reduced spending for the pool staff wages, as well as pool-related supplies. As indicated previously, the Finance Committee moved funds for pool staff salaries for May and June 2018, which is the end of FY 2018, into the Reserve Fund, pending further updates on construction of the Rosemary Pool Complex and the determination of an opening date. When the new Rosemary Pool Complex opens, the Park and Recreation Department budget can be expected to increase significantly. The Finance Committee has requested that the Park and Recreation Commission complete a review of the revenue fee structure to determine how much of the increased operating expenses can be offset and paid for by the users of the complex.

Education

The recommended FY 2018 Education budget is $69,156,335, which represents 45.3% of the total General Fund operating budget. The Education section of the budget is comprised of the Town's assessment for the Minuteman Regional High School and the operating budget for the Needham Public Schools. The Minuteman Regional High School's preliminary assessment for FY 2018 is $806,252, an increase of 5.2% from FY 2018. This is the first budget under the new Minuteman School District Agreement. The district now has 10 rather than 16 towns. The district projects a decrease in state funding and increased member assessments. The new Minuteman District has authorized borrowing to initiate a new capital building project, the costs of which will be apportioned among member towns in accordance with the District Agreement.

The FY 2018 budget for the Needham Public Schools totals $68,330,083, an increase of $3,160,169, or 4.8%, over the FY 2017 appropriation. The Finance Committee's recommended FY 2018 budget fully funds the School Committee's voted budget. The School Department suggested that it would curb its budget increase in FY 2018 in order to allow the Town to set aside some operating funds in preparation for the planned full-day kindergarten program which will require a jump in operating costs as well as some one-time start-up costs.

The Finance Committee continues to monitor volatile costs within the School Department budget including special education tuitions and transportation costs. The Finance Committee commends the progress made in addressing these escalating costs. Several new programs have successfully strengthened and broadened special education programs, allowing more needs to be met within the district, which ultimately saves on out-of-district tuitions. In addition, new School transportation contracts have been negotiated that have been able to contain those cost increases.

Closing Comments

The Finance Committee's FY 2018 budget recommendation provides the resources needed to maintain the same high level of Town wide services to local residents and businesses. The budget shows the fiscal restraint and careful planning needed to address not only the needs of FY 2018, but to prepare for upcoming demands. This will prove particularly important as the Town initiates a number of significant capital facilities projects which will require increases in both capital and operating costs. A word of caution going forward… The Town must consider not only the benefits of each project and the capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. In addition, expanded residential, commercial and other development throughout Town will lead to rising costs, primarily relating to the Schools and Public Safety services, but will also lead to a growth in tax and fee revenue. The Finance Committee looks forward to working closely with the other Town Boards and Committees as well as Town and School administrators during this process.

The Finance Committee would once again like to recognize the hard and excellent work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process. The Finance Committee greatly values the creative and constructive approaches often presented to address competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission effectively without their generous assistance and support.

Finally, I would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and a pleasure to serve with such dedicated and talented people as we strive to achieve the best for the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,

Richard Zimbone, Chair

Committee Members:

Richard Reilly, Vice Chair
Barry J. Coffman
John Connelly
Thomas M. Jacob
Kenneth J. Lavery
Richard Lunetta
Louise L.E. Miller
Carol Smith-Fachetti
Louise Mizgerd, Analyst

Article	Description	Inserted By	Page
1	Annual Town Election		19
2	Committee And Officer Reports		20
	HUMAN RESOURCES ARTICLES		
3	Establish Elected Officials' Salaries	Personnel Board	20
4	Fund Collective Bargaining Agreement – Needham Independent Public Employee Association / DPW	Board of Selectmen	21
	FINANCE ARTICLES		
5	Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen	21
6	Appropriate for Needham Property Tax Assistance Program	Board of Selectmen	22
7	Appropriate for Senior Corps	Board of Selectmen	22
8	Appropriate for Matching Funds N^2 Innovation District	Board of Selectmen	22
9	Appropriate for Environmental Assessment of Needham Lands	Board of Selectmen	23
10	Appropriate for Classification and Compensation Study Services	Board of Selectmen	23
11	Appropriate for Town-Owned Land Surveys	Board of Selectmen	24
12	Appropriate for Fleet Refurbishment	Board of Selectmen	24
13	Appropriate for Public Facilities Maintenance Program	Board of Selectmen	24
14	Appropriate for Full-Day Kindergarten Space Study	Board of Selectmen	25
15	Appropriate the FY2018 Operating Budget	Finance Committee	25
16	Appropriate the FY2018 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee	26
17	Appropriate the FY2018 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee	27
18	Appropriate the FY2018 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee	30
19	Amend General By-Law – Establish Revolving Funds	Board of Selectmen	32
20	Authorize Departmental Revolving Funds	Board of Selectmen	36
21	Authorize Massachusetts General Law Chapter 71, Section 71E / School Adult Education and Continuing Education Programs	School Committee	38
22	Authorization to Expend State Funds for Public Ways	Board of Selectmen	38
	ZONING / LAND USE ARTICLES		
23	Amend Zoning By-Law – Dimensional Regulations for Residential Districts (Technical Formatting Amendment)	Planning Board	39
24	Amend Zoning By-Law – Side Yard Setback Requirement in the Single Residence B and General Residence Districts for Nonconforming Lots	Planning Board	48
25	Amend Zoning By-Law – Height Requirements in Residential Districts	Planning Board	49
26	Amend Zoning By-Law – Floor Area Ratio Requirement in the Single Residence B District	Planning Board	50
27	Amend Zoning By-Law – Definitions and Side Yard Setback Requirement in the Single Residence B and General Residence Districts	Planning Board	52

Article	Description	Inserted By	Page
28	Amend Zoning By-Law – Garage Setback Requirement in the Single Residence B and General Residence Districts	Planning Board	55
29	Amend Zoning By-Law – Lot Coverage Requirement in the Single Residence B and General Residence Districts	Planning Board	56
30	Amend Zoning By-Law – Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts	Planning Board	58
31	Amend Zoning By-Law – Moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers	Planning Board	60
	ROSEMARY POOL ARTICLES		
32	Authorization for Eminent Domain – Rosemary Property	Board of Selectmen	62
33	Appropriate for CPA Project – Rosemary Recreation Complex	Community Preservation Committee	63
	COMMUNITY PRESERVATION ACT ARTICLES		
34	Appropriate for Cricket Field Renovation	Community Preservation Committee	64
35	Appropriate for New Elementary School Walking Trails	Community Preservation Committee	64
36	Appropriate for Needham Accessible Reservoir Trail	Community Preservation Committee	65
37	Appropriate to Community Preservation Fund	Community Preservation Committee	65
	CAPITAL ARTICLES		
38	Appropriate for General Fund Cash Capital	Board of Selectmen	66
39	Appropriate for Public Works Infrastructure Program	Board of Selectmen	69
40	Appropriate for Public Safety Complex / Station #2 Design	Board of Selectmen	72
41	Appropriate for Pollard School Bathroom Upgrades	Board of Selectmen	72
42	Appropriate for High School Chiller Replacement Design	Board of Selectmen	73
43	Appropriate for High School Expansion Design	Board of Selectmen	73
44	Appropriate for Fuel Island Relocation and Upgrade	Board of Selectmen	74
45	Appropriate for DPW Storage Facility Feasibility	Board of Selectmen	74
46	Appropriate for Memorial Park Improvements Design	Board of Selectmen	75
47	Appropriate for RTS Enterprise Fund Cash Capital	Board of Selectmen	75
48	Appropriate for Wastewater System Rehabilitation	Board of Selectmen	76
49	Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen	77
50	Appropriate for Water Service Connections	Board of Selectmen	78
51	Appropriate for Water Distribution System Improvements	Board of Selectmen	78
	TOWN RESERVE ARTICLES		
52	Appropriate for Workers Compensation Fund	Board of Selectmen	80
53	Appropriate to Athletic Facility Improvement Fund	Board of Selectmen	80
54	Appropriate to Capital Improvement Fund	Board of Selectmen	81

Article	Description	Inserted By	Page
55	Appropriate to Capital Facility Fund	Board of Selectmen	81
56	Appropriate to Debt Service Stabilization Fund	Board of Selectmen & Finance Committee	82
GENERAL ARTICLES			
57	Amend General By-Law / Denial, Revocation, Suspension or Nonrenewal of Licenses or Permits	Board of Selectmen	83
58	Amend General By-Law / Future School Needs Committee	Board of Selectmen	83
59	Amend General By-Law / Hawkers & Peddlers	Board of Selectmen	84
60	Amend General By-Law / Street Banners	Board of Selectmen	85
61	Accept Grant of Access Easement / 1242 South Street	Board of Selectmen	86
62	Acceptance of Massachusetts General Law Chapter 44, Section 55C – Affordable Housing Trust	Board of Selectmen	86
63	Acceptance of Section 193 of Chapter 218 of the Acts of 2016 – Speed Limitations	Board of Selectmen	86
CITIZENS' PETITIONS			
64	Food Truck Article	Doug Fox et al.	87
65	Omnibus	Board of Selectmen	90

Summary of Revenue
FY2016 - FY2018
General Fund Only

	FY2016	FY2017	FY2018
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	$8,038,079	$5,755,000	$6,362,000
Departmental Activities	$4,417,963	$3,706,380	$3,763,000
Fines & Forfeits & Assessments	$144,396	$117,000	$120,000
Investment Income	111,638	67,500	80,000
Medicaid	176,672	25,000	80,000
Miscellaneous Revenue	14,200	10,500	10,500
Miscellaneous Non-recurring	120,525	0	0
SUB-TOTAL	***$13,023,473***	***$9,681,380***	***$10,415,500***
Property Taxes & State Aid			
Real & Personal Property Tax Levy	$118,981,810	$124,789,790	$131,344,102
Cherry Sheet Revenue (State Aid)	$10,760,537	$11,163,358	$11,163,358
SUB-TOTAL	***$129,742,347***	***$135,953,148***	***$142,507,460***
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	$5,931,875	$6,190,372	$8,650,000
Overlay Surplus	$885,195	$1,085,916	$3,000,000
Reserved for Appropriation - Parking	$65,000	$70,000	$0
Transfer from other Articles	$387,605	$331,296	$0
Reserved for Debt Exclusion Offset	$99,550	$93,445	$80,807
SUB-TOTAL	***$7,369,225***	***$7,771,029***	***$11,730,807***
Total General Fund Revenue	***$150,135,045***	***$153,405,557***	***$164,653,767***
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	$1,806,251	$1,831,746	$1,712,163
SUB-TOTAL	***$1,806,251***	***$1,831,746***	***$1,712,163***
Total Revenue Available for General Fund Uses	***$151,941,296***	***$155,237,303***	***$166,365,930***

Account Balances

Athletic Facility Improvement Fund	As of March 15, 2017	$2,656,214
Capital Facility Fund	As of March 15, 2017	$1,320,155
Capital Improvement Fund	As of March 15, 2017	$704,861
Debt Service Stabilization Fund	As of March 15, 2017	$935,468
Free Cash	As of March 15, 2017	$13,849,687
Overlay Surplus	As of March 15, 2017	$3,000,000
Sewer Enterprise Fund Retained Earnings	As of March 15, 2017	$3,433,474
Solid Waste Enterprise Fund Retained Earnings	As of March 15, 2017	$1,135,503
Stabilization Fund	As of March 15, 2017	$3,971,879
Water Enterprise Fund Retained Earnings	As of March 15, 2017	$4,168,418

Summary of Expenditures
FY2016 - FY2018
General Fund Only

	Expended FY2016	Budget FY2017	Recommended FY2018
Town Wide Group	***$37,619,978***	***$42,943,276***	***$46,914,010***
Department Budgets			
Board of Selectmen/Town Manager	$896,835	$880,131	$984,167
Town Clerk/Board of Registrars	$366,834	$404,665	$377,560
Town Counsel	$329,422	$329,442	$329,442
Personnel Board	$15,000	$15,000	$0
Finance Department	$2,561,047	$2,652,281	$2,720,797
Finance Committee	$35,225	$36,983	$37,879
Planning and Community Development	$491,954	$522,538	$541,943
Police Department	$6,244,476	$6,502,837	$6,617,576
Fire Department	$7,215,713	$7,519,528	$7,935,850
Building Department	$610,070	$705,770	$742,482
Minuteman Regional High School	$654,134	$766,061	$806,252
Needham Public Schools	$61,480,687	$65,189,914	$68,350,083
Department of Public Facilities	$8,614,652	$6,349,762	$6,669,124
Department of Public Works	$5,453,328	$5,720,266	$5,725,109
Municipal Parking Program	$97,730	$99,864	$103,905
Municipal Lighting Program	$254,951	$0	$0
Health and Human Services Department	$1,436,095	$1,557,082	$1,696,943
Commission on Disabilities	$2,050	$2,050	$2,050
Historical Commission	$1,050	$1,050	$1,050
Library	$1,578,602	$1,594,282	$1,658,387
Park & Recreation	$610,254	$602,500	$488,789
Memorial Park	$750	$750	$750
Department Budget Total	***$98,950,859***	***$101,452,756***	***$105,790,138***
Total Budget	***$136,570,837***	***$144,396,032***	***$152,704,148***
Other Appropriations			
General Fund Cash Capital	$2,752,911	$3,031,117	$5,407,467
Other Financial Warrant Articles	$972,500	$1,039,138	$1,185,000
Transfers to Other Funds	$2,967,488	$3,566,605	$4,369,174
Total Other Appropriations	***$6,692,899***	***$7,636,860***	***$10,961,641***
Other Uses			
Other Amounts Required to be Provided	$124,949	$49,085	$99,795
State & County Assessments	$1,281,984	$1,299,850	$1,332,346
Provisions for Abatements & Exemptions	$3,009,775	$1,855,476	$1,268,000
Total Other Uses	***$4,416,708***	***$3,204,411***	***$2,700,141***
Total General Fund Expenses	***$147,680,444***	***$155,237,303***	***$166,365,930***

Town of Needham
General Fund
FY2018 Budget Recommendation - Submitted by the Finance Committee

FY2018 Line #	Description	FY2016 Expended	FTE*	FY2017 Current Budget (03/15/2017)	FTE*	FY2018 Finance Committee Recommendation	FTE*	%	FY2018 Amendments
Townwide Expenses									
1	Casualty, Liability, Property & Self Insurance Program	$554,327		$582,400		$606,200			
2	Debt Service	$11,468,247		$11,161,839		$12,573,958			
3	Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	$11,302,098		$13,220,510		$13,949,197			
4	Needham Electric, Light & Gas Program	$0		$3,462,195		$3,558,040			
5	Retiree Insurance & Insurance Liability Fund (OPEB)	$5,336,302		$5,568,923		$6,115,455			
6	Retirement Assessments	$6,062,917		$6,724,500		$7,332,277			
7	Workers Compensation	$609,702		$634,090		$656,283			
8	Classification Performance & Settlements	Transfers Only		$134,443		$260,000			
9	Reserve Fund	Transfers Only		$1,454,376		$1,862,600			
	Townwide Expense Total	**$35,333,593**		**$42,943,276**		**$46,914,010**		**9.2%**	
Board of Selectmen & Town Manager									
10A	Salary & Wages	$718,471	9.0	$762,789	8.0	$846,088	9.0		
10B	Expenses	$111,002		$117,342		$138,079			
	Total	$829,473		$880,131		$984,167			
Town Clerk & Board of Registrars									
11A	Salary & Wages	$314,231	4.0	$351,915	4.0	$329,145	4.0		
11B	Expenses	$40,602		$52,750		$48,415			
	Total	$354,834		$404,665		$377,560			

Town of Needham
General Fund
FY2018 Budget Recommendation - Submitted by the Finance Committee

FY2018 Line #	Description	FY2016 Expended	FTE*	FY2017 Current Budget (03/15/2017)	FTE*	FY2018 Finance Committee Recommendation	FTE*	%	FY2018 Amendments
Town Counsel									
12A	Salary & Wages	$75,140		$75,442		$75,442			
12B	Expenses	$197,093		$254,000		$254,000			
	Total	$272,233		$329,442		$329,442			
Personnel Board									
13A	Salary & Wages	$0		$0		$0			
13B	Expenses	$0		$15,000		$0			
	Total	$0		$15,000		$0			
Finance Department									
14A	Salary & Wages	$1,609,854	22.6	$1,759,051	22.6	$1,816,698	22.6		
14B	Expenses	$802,983		$824,755		$835,624			
14C	Capital	$38,475		$68,475		$68,475			
	Total	$2,451,313		$2,652,281		$2,720,797			
Finance Committee									
15A	Salary & Wages	$33,999	0.5	$35,733	0.5	$36,629	0.5		
15B	Expenses	$587		$1,250		$1,250			
	Total	$34,586		$36,983		$37,879			
Planning and Community Development									
16A	Salary & Wages	$454,294	5.8	$493,930	6.2	$511,815	6.2		
16B	Expenses	$26,286		$28,608		$30,128			
	Total	$480,580		$522,538		$541,943			
	General Government and Land Use	**$4,423,018**	**41.9**	**$4,841,040**	**41.3**	**$4,991,788**	**42.3**	**3.1%**	

Town of Needham
General Fund
FY2018 Budget Recommendation - Submitted by the Finance Committee

FY2018 Line #	Description	FY2016 Expended	FTE*	FY2017 Current Budget (03/15/2017)	FTE*	FY2018 Finance Committee Recommendation	FTE*	%	FY2018 Amendments
Police Department									
17A	Salary & Wages	$5,312,225	59.0	$5,967,300	59.0	$6,139,368	59.0		
17B	Expenses	$254,793		$306,635		$304,090			
17C	Capital	$164,373		$228,902		$174,118			
	Total	$5,731,392		$6,502,837		$6,617,576			
Fire Department									
18A	Salary & Wages	$6,468,576	71.0	$7,173,457	71.0	$7,552,956	71.0		
18B	Expenses	$292,384		$322,236		$352,248			
18C	Capital	$20,311		$23,835		$30,646			
	Total	$6,781,271		$7,519,528		$7,935,850			
Building Department									
19A	Salary & Wages	$535,004	8.6	$654,730	9.8	$691,442	9.8		
19B	Expenses	$21,532		$51,040		$51,040			
	Total	$556,536		$705,770		$742,482			
	Public Safety	**$13,069,199**	**138.6**	**$14,728,135**	**139.8**	**$15,295,908**	**139.8**	**3.9%**	
Minuteman Assessment									
20	Assessment	$650,012		$766,061		$806,252			
	TOTAL	$650,012		$766,061		$806,252			
Needham Public Schools									
21	Public School Budget	$60,961,386	706.8	$65,189,914	718.2	$68,350,083	739.4		
	TOTAL	$60,961,386		$65,189,914		$68,350,083			
	Education	**$61,611,398**	**706.8**	**$65,955,975**	**718.2**	**$69,156,335**	**739.4**	**4.9%**	

Town of Needham
General Fund
FY2018 Budget Recommendation - Submitted by the Finance Committee

FY2018 Line #	Description	FY2016 Expended	FTE*	FY2017 Current Budget (03/15/2017)	FTE*	FY2018 Finance Committee Recommendation	FTE*	%	FY2018 Amendments
Department of Public Facilities									
22A	Salary & Wages	$3,379,530	57.0	$3,787,885	58.0	$3,972,394	58.0		
22B	Expenses	$4,775,091		$2,561,877		$2,696,730			
22C	Capital	$0		$0		$0			
	Total	$8,154,621		$6,349,762		$6,669,124			
Department of Public Works									
23A	Salary & Wages	$3,354,922	49.0	$3,611,038	49.0	$3,673,538	49.0		
23B	Expenses	$1,517,584		$1,662,389		$1,597,235			
23C	Capital	$17,848		$38,800		$42,216			
23D	Snow and Ice	$775,061		$408,039		$412,120			
	Total	$5,665,416		$5,720,266		$5,725,109			
Municipal Parking Program									
24	Program Budget	$89,122		$99,864		$103,905			
	Total	$89,122		$99,864		$103,905			
Municipal Lighting Program									
N/A	Program Budget	$373,875		$0		$0			
	Total	$373,875		$0		$0			
	Public Facilities and Public Works	**$14,283,034**	**106.0**	**$12,169,892**	**107.0**	**$12,498,138**	**107.0**	**2.7%**	
Health and Human Services Department									
25A	Salary & Wages	$1,063,758	14.3	$1,301,022	15.7	$1,394,100	15.7		
25B	Expenses	$268,512		$256,060		$302,843			
	Total	$1,332,271		$1,557,082		$1,696,943			
Commission on Disabilities									
26A	Salary & Wages	$1,500		$1,500		$1,500			
26B	Expenses	$374		$550		$550			
	Total	$1,874		$2,050		$2,050			

Town of Needham
General Fund
FY2018 Budget Recommendation - Submitted by the Finance Committee

FY2018 Line #	Description	FY2016 Expended	FTE*	FY2017 Current Budget (03/15/2017)	FTE*	FY2018 Finance Committee Recommendation	FTE*	%	FY2018 Amendments
Historical Commission									
27A	Salary & Wages	$0		$0		$0			
27B	Expenses	$0		$1,050		$1,050			
	Total	$0		$1,050		$1,050			
Needham Public Library									
28A	Salary & Wages	$1,207,915	13.0	$1,265,264	13.6	$1,310,073	14.6		
28B	Expenses	$327,860		$329,018		$348,314			
	Total	$1,535,775		$1,594,282		$1,658,387			
Park & Recreation Department									
29A	Salary & Wages	$474,944	4.0	$498,000	4.0	$391,972	4.0		
29B	Expenses	$98,136		$104,500		$96,817			
	Total	$573,080		$602,500		$488,789			
Memorial Park									
30A	Salary & Wages	$0		$0		$0			
30B	Expenses	$750		$750		$750			
	Total	$750		$750		$750			
Community Services		**$3,443,749**	**31.3**	**$3,757,714**	**33.3**	**$3,847,969**	**34.3**	**2.4%**	
Department Budgets		**$96,830,398**	**1,024.6**	**$101,452,756**	**1,039.6**	**$105,790,138**	**1,062.8**	**4.3%**	
Total Operating Budget		**$132,163,991**		**$144,396,032**		**$152,704,148**		**5.8%**	

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WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 11, 2017
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE ELEVENTH DAY OF APRIL, 2017

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;

Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Year;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall On Monday May 1, 2017 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 1, 2017 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2017, as required by Massachusetts General Law, Chapter 41, Section 108:

Town Clerk	$82,143
Town Clerk with 6 years of service in that position	$99,839(1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $6,989, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with Massachusetts General Law Chapter 32 or sooner, in an amount not to exceed $58,475. The annual salary of $99,839 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,272. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,381; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 5: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2018, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind

individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2017, the cumulative increase above the statutory limit was 100%.

ARTICLE 6: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2018. The voluntary fund received $7,292 in fiscal year 2016.

ARTICLE 7: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to $1,100 per year, which is applied to their property tax bills.

ARTICLE 8: APPROPRIATE FOR MATCHING FUNDS N^2 INNOVATION DISTRICT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $20,000 for the purpose of funding the N^2 Regional Innovation Organization, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Under the auspices of the Newton Needham Chamber of Commerce, the N² Regional Innovation Organization is in the process of raising $325,000 to implement the recommendations of a 2016 study to promote targeted, sustainable, and well-planned development in the N² Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. The Chamber has requested that the Town contribute a matching grant in the amount of $20,000.

ARTICLE 9: APPROPRIATE FOR ENVIRONMENTAL ASSESSMENT OF NEEDHAM LANDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for the purpose of funding environmental assessments at Ridge Hill Reservation, the NIKE Site, and Walker Pond, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding request is for two separate environmental assessment projects for the Town. The first is related to the NIKE Site and Ridge Hill Reservation. Representatives of the Board of Selectmen and the Conservation Commission have met to discuss general concepts for the potential re-use of the NIKE site and the three acre portion of Ridge Hill Reservation under the jurisdiction of the Selectmen. An initial assessment of the land is necessary to identify important ecological functions, identify existing infrastructure and constraints to installation of infrastructure (including cost premiums), analyze which portions of land are most appropriate for development redevelopment, analyze site access and traffic movements in the vicinity of the subject property, and preparation of a written report detailing the findings of the assessment with a presentation of the findings to Town leadership. The second assessment is related to Walker Pond. The Town has been contacted by abutters to Walker Pond expressing concern over the health of the pond. Walker Pond is co-owned by several property owners and by the Town of Needham. The primary concerns involve the large volume of weeds in the pond and shrinking area of open water. The Conservation Commission has agreed that the condition of the pond is deteriorating, and seeks this study to identify long-term measures that will improve the health of the pond.

ARTICLE 10: APPROPRIATE FOR CLASSIFICATION AND COMPENSATION STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $80,000 for the purpose of funding a Town-wide employee classification and compensation study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund a comprehensive classification and compensation study for all general government (non-public safety) positions. The Town's current process is to conduct one study per year for each of five employee categories. The Town's existing classification system dates back to

the 1980s, and is no longer supported by the original company that developed it. The Town intends to introduce a new classification system, and review all positions under the new structure. This process will help identify any internal inequities among position classifications, update the list of comparable communities, produce market-based salary and benefit data, and create updated position descriptions.

ARTICLE 11: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program.

ARTICLE 12: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $250,000 for municipal fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This project will implement a refurbishment program for all large equipment that will enable the Town to extend the life-cycle of municipal vehicles. By investing additional resources into planned equipment maintenance, the Town will increase operational safety and eventually reduce reactive maintenance.

ARTICLE 13: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $610,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement,

duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2018 program will fund duct cleaning at Town Hall and the Newman School, wood floor refinishing in multiple buildings, design and removal of the fuel tank at the DPW Garage, VCT floor replacement at the Broadmeadow School, office reconfiguration at the Mitchell School, and upgrades in the Pollard School Lecture Hall.

ARTICLE 14: APPROPRIATE FOR FULL-DAY KINDERGARTEN SPACE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for a Full-Day Kindergarten space study to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund a space planning study for Full-Day Kindergarten. The purpose of the study is to develop a plan for accommodating the kindergarten population within the District's five elementary schools and swing space. According to a preliminary analysis completed in June 2015 (and updated in December 2015), up to five additional classrooms could be needed in the year of initial implementation, to accommodate the projected population of kindergarteners at an average class size of 20 students. These classrooms could be provided by repurposing non-traditional space at each elementary school, such as art music world language technology classrooms, or by using vacant space at the Hillside School. The study would identify needed retrofits to the space, and develop a project budget and funding timeline for these improvements, which are timed with a September 2019 (FY2020) preliminary implementation date for Full Day Kindergarten in Needham.

ARTICLE 15: APPROPRIATE THE FY2018 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,689,482, from the overlay surplus in the amount of $900,000, from amounts reserved for debt exclusion offsets in the amount of $80,807, and $449,163 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article to be Adopted as Shown on Pages 13 - 17

ARTICLE 16: APPROPRIATE THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

RTS Enterprise
FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$715,923	10.0	$766,816	10.0	$782,833	10.0	
101B	Expenses	$1,146,002		$1,278,969		$1,369,612		
101C	Operating Capital	$83,216		$86,500		$91,500		
101D	Debt Service	$147,012		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
	TOTAL	**$2,092,153**	**10.0**	**$2,307,285**	**10.0**	**$2,418,945**	**10.0**	
	FY2018 Budget Percentage Change from FY2017 Budget						4.8%	

and to meet this appropriation that $1,462,500 be raised from the tax levy and transferred to the RTS Enterprise Fund, and that $72,698 be transferred from RTS Retained Earnings, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2018 will be the fourth year of the funding model for the Recycling and Transfer Station Enterprise that includes a significantly higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was previously paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of $1,462,500 for FY2018 is $42,500 more than the current year. Direct financing of the facility through the tax levy expands access to the facility, and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. However, the General Fund contribution was able to be held at just three percent through a greater use of retained earnings. RTS revenues have increased as well, in part due to the rental income from SolarCity, the operator of the solar array on RTS property, but they have not kept

pace with the increasing cost to operate a solid waste and recycling operation. There is a necessity to have a solid waste disposal and recycling program in place, and as the demands and expectations on the providers of these services grow, funding the cost will be a continuing challenge in the future. The Town will examine the accounting and financing methods used for these expenses in the coming year.

The recommended operating budget for FY2018 is $2,418,945 or $111,660 (4.8%) more than the FY2017 budget. The $16,017 (2.1%) change in salary and wages line reflects step and longevity increases for department personnel. The collective bargaining agreement with the NIPEA union expires on June 30, 2017. A successor agreement with the union had not been reached at the time of publication; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting. The RTS has 10 full-time employees, of which eight are members of the NIPEA union.

The $90,643 (7.1%) increase in the expense line is driven by higher cost of disposal, a greater amount being disposed, and changes in the recycling market which now has a greater cost being borne by the Town than in recent years. It is estimated that an additional 1,000 tons of solid waste is being processed at the RTS annually than just a few years ago. Although the costs to the Town for recycling are less than direct disposal of waste, the margin between the two is less because of the decrease in the revenue generated from recycling. The effect of the additional waste, higher costs for disposal, and the changes in the recycling market account for approximately 76% of the increase in the expense line. The budget for maintenance and repair of equipment and the facility has increased by $16,000. The balance of the increase is for various operational expenses that are higher due to contract prices, volume, and or increased activity. The operating capital line is $5,000 (5.8%) more than FY2017, and the funds are to be used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule.

Debt service is level funded at $150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2018.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 17: APPROPRIATE THE FY2018 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Sewer Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$919,582	12.0	$1,019,922	12.0	$938,603	11.0	
201B	Expenses	$342,585		$415,585		$431,060		
201C	Capital Outlay	$46,557		$50,000		$50,000		
201D	MWRA Assessment	$5,408,445		$5,718,107		$5,918,642		
201E	Debt Service	$1,054,039		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
	TOTAL	**$7,771,208**	**12.0**	**$8,738,614**	**12.0**	**$8,873,305**	**11.0**	
	FY2018 Budget Percentage Change from FY2017 Budget						1.5%	

and to meet this appropriation that $491,749 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $281,556 be transferred from Sewer Enterprise Fund Retained Earnings, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 144 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town will examine the accounting and financing methods used for these expenses in the coming year.

The operating budget of $8,873,305 for FY2018 is $134,691 more than the current FY2017 budget, an increase of 1.5%. This increase is primarily due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The assessment represents a 3.5% increase over the FY2017 budget and more than 4% over the anticipated actual expense for the current year. The administrative position in the sewer enterprise will be transferred to the water enterprise effective for FY2018. Going forward, management and administrative personnel who support the overall water and sewer operations will be centralized for a fairer distribution of cost. No new spending requests are presented with this budget. The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded

by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2018 Sewer Operations	FY2018 Drains Program	FY2018 Recommended Budget	FY2017 Sewer Operations	FY2017 Drains Program	Current FY2017 Sewer Budget
Salary & Wages	$604,816	$333,787	$938,603	$650,739	$369,183	$1,019,922
Expenses	$273,098	$157,962	$431,060	$265,840	$149,745	$415,585
Capital Outlay	$50,000	$0	$50,000	$50,000	$0	$50,000
MWRA Assessment	$5,918,642	$0	$5,918,642	$5,718,107	$0	$5,718,107
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$8,381,556	$491,749	$8,873,305	$8,219,686	$518,928	$8,738,614

	FY2018 Sewer Operations $ Change	FY2018 Drains Operations $ Change	FY2018 Sewer Enterprise $ Change	FY2018 Sewer Operations % Change	FY2018 Drains Operations % Change	FY2018 Sewer Enterprise % Change
Salary & Wages	-$45,923	-$35,396	-$81,319	-7.1%	-9.6%	-8.0%
Expenses	$7,258	$8,217	$15,475	2.7%	5.5%	3.7%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$200,535	$0	$200,535	3.5%		3.5%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$161,870	-$27,179	$134,691	2.0%	-5.2%	1.5%

The FY2018 sewer operations portion of the budget is $161,870 higher, an increase of 2.0% over the current year. The preliminary MWRA assessment for FY2018 is $200,535 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2018 drains operations portion of the budget is $27,179 (-5.2%) less than the current year.

The salary and wages line is $938,603 for FY2018 which is a decrease of $81,319, or 8%. Presently the sewer division has 12 full-time employees of which 11 are members of the NIPEA union. However, as noted before, one position will be shifted to the water enterprise beginning in FY2018. If the position was not moved, the salary and wage line would have shown a decrease of $27,694 or 2.7% less than the current year. A successor agreement with the union had not been reached at the time of publication; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The expense line is $431,060 which is $15,475 or 3.7% more than the current year. The FY2018 budget has an increase of $15,000 for repair and maintenance of equipment and facilities, however, $7,565 of the increase was offset with a decrease in vehicle supplies and fuel. The change is based on actual activity during the past three years. There is an increase in contracted services related to debris disposal from catch basin cleaning and sweeping ($1,660). The balance of the increase covers costs associated with the emergency notification systems for the sewer pump stations, required police details when sewer system repairs are performed under public way, construction materials for the drains, and energy expenses to operate the sewer pump stations.

The operating capital line is level funded at $50,000 for FY2018. This budget line pays for grinder replacements and allows the department to continue its annual $25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2018 is the replacement of the West Street pump station grinder (the #2 pump was replaced this year) and replacement of a pump at the Alden Road pump station.

The sewer debt service budget line is also level dollar at $1,500,000 for FY2018, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2018. The budget plan for FY2018 includes the use of $281,556 from sewer retained earnings. The $491,749 to be transferred from the tax levy is to pay for drains-related programs; this is a decrease of $28,097 from FY2017.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 18: APPROPRIATE THE FY2018 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Water Enterprise
FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,059,095	16.0	$1,134,686	16.0	$1,226,141	17.0	
301B	Expenses	$1,022,887		$1,079,267		$1,107,888		
301C	Capital Outlay	$30,500		$4,000				
301D	MWRA Assessment	$1,012,962		$1,043,468		$1,114,185		
301E	Debt Service	$1,543,596		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
	TOTAL	**$4,669,040**	**16.0**	**$4,886,421**	**16.0**	**$5,073,214**	**17.0**	
	FY2018 Budget Percentage Change from FY2017 Budget						3.8%	

or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central

Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,400 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2018 is $5,073,214 (3.8%) more than the FY2017 budget. The two contributing factors in the increase for FY2018 are the MWRA assessment for the Town's use of water, and the movement of positions between the water and sewer enterprises. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2018 water assessment is based on CY2016 water use. The Town's use of MWRA water was up approximately 7.6% from the prior year. The preliminary water assessment for FY2018 is $1,114,185 which is $70,717 (6.8%) more than the appropriation for this year and is 7.2% higher than the anticipated actual payment to the MWRA for FY2017. The final assessment from the MWRA is not expected until the end of the State budget process. The change to the administrative assignments moves one position from the sewer enterprise (reducing the number of positions in the sewer division from 12 to 11) to the water enterprise (increasing the number of positions from 16 to 17).

Water Production	CY2014	CY2015	CY2016
Water Production*	1,235.9	1,256.8	1,217.3
Water Production from MWRA	279.0	304.1	327.1
Water Production from Town Wells	956.9	952.7	890.2
Percentage from MWRA	22.6%	24.2%	26.9%
*millions of gallons			
Water meters replaced	1,242	1,203	1,348
Percentage of the total number of water meters in place for that year	8.4%	8.3%	9.3%

The salary and wage expense line shows an increase of $91,455 (8.1%) over the FY2017 budget. The FTE increase is due to the centralization of the managerial and administrative functions which was disclosed in the sewer enterprise explanation. There was a corresponding decrease in the number of FTEs in the sewer enterprise. The change to the salary and wage line before the move of the position would have been $37,837, or approximately 3.3%. The change will be effective July 1, 2017. The water enterprise will have 17 full time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The Town has collective bargaining agreements with both unions for FY2017. However the NIPEA contract expires on June 30, 2017, and at the time of publication a successor agreement with the union had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The water expense line is $28,621 higher than the FY2017 budget, approximately 2.7% more. Approximately 46% of that increase ($13,082) is for electricity. This increase is related to the higher cost for power and the opening of the new water pump station at St Mary's last year. St Mary's is the pump station that is connected to the MWRA water feed for Needham. Professional and technical services increased by $12,925 to pay for costs associated with meter testing, water tank inspections, water quality testing, and well and pump testing. Similar to the sewer enterprise, there is an increase for the emergency notification system ($2,500) and for services related to water system repairs ($11,680). Some of the cost was offset by decreases in the cost of various supplies used by the division, most notably brass fittings. There was also a reduction of $5,000 in the governmental charges account.

There is no request for operating capital for FY2018, a reduction of $4,000 from FY2017. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2018.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 19: AMEND GENERAL BY-LAW – ESTABLISH REVOLVING FUNDS

To see if the Town will vote to amend the Town's General By-Laws by adding the following new section:

Section 2.2.7 Departmental Revolving Funds

2.2.7.1 This By-Law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Law Chapter 44, Section 53E½.

2.2.7.2 A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this By-Law without appropriation subject to the following limitations:

(a) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

(b) No liability shall be incurred in excess of the available balance of the fund.

(c) The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

2.2.7.3 Interest earned on monies credited to a revolving fund established by this By-Law shall be credited to the general fund.

2.2.7.4 Except as provided in Massachusetts General Law Chapter 44, Section 53E½ and this By-Law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this By-Law. The Town shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

2.2.7.5 Authorized Revolving Funds

2.2.7.5.1 School Transportation Revolving Fund

Fund Name There shall be a separate fund called the School Transportation Revolving Fund authorized for use by the School Committee.
Revenues The town accountant shall establish the School Transportation Revolving Fund as a separate account and credit to the fund all of the fee-based transportation program receipts charged and received by the School Committee in connection with school transportation programs.

Purposes and Expenditures During each fiscal year, the School Committee may incur liabilities against and spend monies from the School Transportation Revolving Fund for pupil and other districtwide transportation activities in connection with school transportation programs. The costs associated for students bussed and may not be charged a fee will be funded through a regular budget appropriation or other funding source.

Fiscal Years The School Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.2 Needham Transportation Revolving Fund

Fund Name There shall be a separate fund called the Needham Transportation Revolving Fund authorized for use by the Health and Human Service Department.

Revenues The town accountant shall establish the Needham Transportation Revolving Fund as a separate account and credit to the fund all of the fees the transportation program charged and received by the Health and Human Service Department in connection with the services.

Purposes and Expenditures During each fiscal year, the Health and Human Service Department may incur liabilities against and spend monies from the Needham Transportation Revolving Fund for transportation provided to seniors and other users of the service in connection with Health and Human Services transportation program

Fiscal Years The Needham Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.3 Water Conservation Revolving Fund

Fund Name There shall be a separate fund called the Water Conservation Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Water Conservation Revolving Fund as a separate account and credit to the fund all of the receipts from sale of water conservation devices and program fees charged and received by the Department of Public Works in connection with water conservation programs.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Water Conservation Revolving Fund for the purchase, resale, and promotion of water conservation devices and outreach programs to

encourage water conservation in connection with promotion of water conservation and sale of devices to conserve water.

Fiscal Years The Water Conservation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.4 Home Composting Revolving Fund

Fund Name There shall be a separate fund called the Home Composting Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Home Composting Revolving Fund as a separate account and credit to the fund all of the receipts from sale of composting bins charged and received by the Department of Public Works in connection with the promotion of home composting.

Purposes and Expenditures During each fiscal year, Department of Public Works may incur liabilities against and spend monies from the Home Composting Revolving Fund for the purchase, resale, and promotion of home composting bins and related outreach programs.

Fiscal Years The Home Composting Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.5 Youth Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Youth Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Youth Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Youth Services Programs Revolving Fund for costs related to youth service and community program activities.

Fiscal Years The Youth Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.6 Traveling Meals Revolving Fund

Fund Name There shall be a separate fund called the Traveling Meals Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Traveling Meals Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with traveling meals program.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Traveling Meals Revolving Fund for the costs to provide traveling meals in connection with program.

Fiscal Years The Traveling Meals Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.7 Immunization Fund Revolving Fund

Fund Name There shall be a separate fund called the Immunization Program Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Immunization Program Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the immunization and vaccination programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Immunization Program Revolving Fund for costs associated with immunization, vaccination, and medical countermeasure distribution programs, as well as educational programs and public information efforts in support of those services.

Fiscal Years The Immunization Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.8 Public Facility Use Revolving Fund

Fund Name There shall be a separate fund called the Public Facility Use Revolving Fund authorized for use by the Department of Public Facilities.

Revenues The town accountant shall establish the Public Facility Use Revolving Fund as a separate account and credit to the fund all of the facility use receipts charged and received by the Public Facilities Department in connection with the use of Town facilities by community groups and organizations.

Purposes and Expenditures During each fiscal year, the Public Facilities Department may incur liabilities against and spend monies from the Public Facility Use Revolving Fund for costs to operate and maintain the facility for use for conferences, programs, functions or other events in connection with the use of the facilities.

Fiscal Years The Public Facility Use Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.9 Memorial Park Activities Revolving Fund

Fund Name There shall be a separate fund called the Memorial Park Activities Revolving Fund authorized for use by the Memorial Park Trustees.

Revenues The town accountant shall establish the Memorial Park Activities Revolving Fund as a separate account and credit to the fund receipts from food sales and voluntary program activities received by the Memorial Park Trustees.

Purposes and Expenditures During each fiscal year, the Memorial Park Trustees may incur liabilities against and spend monies from the Memorial Park Activities Revolving Fund to provide a food concession and to maintain and improve Memorial Park.

Fiscal Years The Memorial Park Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.10 Tree Replacement Revolving Fund

Fund Name There shall be a separate fund called the Tree Replacement Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Tree Replacement Revolving Fund as a separate account and credit to the fund all of the receipts accepted by the Needham Board of Selectmen for the purpose of tree plantings charged and received by the Department of Public Works in connection with tree removal approvals.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Tree Replacement Revolving Fund for purchase, maintenance, distribution, and promotion of shade trees in the Town of Needham in connection with payments received by the Town and accepted by the Board of Selectmen for said purpose. Salary or wages of full-time staff shall be paid from the annual budget appropriation of the Department of Public Works and not from the Fund.

Fiscal Years The Tree Replacement Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: As a result of the passage of the Municipal Modernization Act, the Town must adopt a local by-law to establish revolving fund accounts typically established on an annual basis by Town Meeting. This by-law establishes and authorizes departmental revolving funds for use by certain departments, boards, committees, or officers in connection with programs and activities that generate fees, charges for services, or other receipts to support all or some of the expenses of those programs and activities. These revolving funds will continue to be governed by Massachusetts General Law Chapter 44, Section 53E½. The Town need only establish these funds once, and then in all subsequent years, Town Meeting will only be voting on the spending limits associated with the revolving funds. This year only, the Town is presenting both the annual table of revolving funds for FY2018 (next article) which Town Meeting has routinely acted upon, and the By-Law amendment itself.

ARTICLE 20: AUTHORIZE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize new revolving funds and to continue existing revolving funds for certain Town departments pursuant to the provisions of Massachusetts General Law Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2017:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2018 Budget
Facility Activity Use	Department of Public Facilities	Fee-Based Facility Use	Community Facility Use	**$250,000**
Home Composting Bin Account	Department of Public Works	Sale of Bins	Purchase of additional Home Composting Bins	**$3,000**
Immunization Fund	Health and Human Services Department	Program Receipts	Costs associated with Immunization and Educational Programs	**$25,000**
Local Transportation	Health and Human Services Department	Grants, Program Receipts	Transportation Program for COA	**$60,000**
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and Other District-wide Transportation	**$819,000**
Traveling Meals Program	Health and Human Services Department	Program Receipts	Costs related to Traveling Meals	**$75,000**
Tree Replacement Program	Department of Public Works	Fees and Charges for Tree Replacement	Purchase, Maintenance, Distribution, and Promotion of Shade Trees	**$25,000**
Water Conservation	Department of Public Works	Sale of Water Conservation Devices	Encourage Residential Water Conservation	**$10,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to Youth Service and Community Programs	**$25,000**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will allow the Town to continue nine revolving funds and establish a new revolving fund (Tree Replacement Program) pursuant to Massachusetts General Law Chapter 44, Section 53E½. These revolving funds are required in order to receive and disburse funds generated through programs supported by such revolving funds for FY2018 until the new revolving fund by-law

takes effect (assuming passage of the prior article). Revenues will be used to offset expenses related to these programs and activities and disbursed under the direction of those indicated.

ARTICLE 21: AUTHORIZE MASSACHUSETTS GENERAL LAW CHAPTER 71, SECTION 71E / SCHOOL ADULT EDUCATION AND CONTINUING EDUCATION PROGRAMS

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 71, Section 71E, which authorizes the School Committee to maintain separate revolving accounts for its receipts and expenditures in connection with the conduct of adult and continuing education programs including, but not limited to: adult physical fitness programs, summer school programs and enrichment programs, authorized by the school committee and in connection with the use of school property under section 71; and including parking fees; or take any other action relative thereto.

INSERTED BY: School Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This statute authorizes the School Committee to maintain separate revolving accounts for its receipts and expenditures in connection with the conduct of adult and continuing education programs. The School Committee has operated such programs for many years. The Adult Education Program offered through Community Education provides approximately 200 course offerings annually to 2,326 Needham residents and other registrants. The Summer School Program, also offered through Community Education, provides summer education to 1,662 Needham students in 138 enrichment remedial classes. This request is to obtain formal authorization to continue these program offerings into FY2018 and beyond.

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2018 awards amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 23: AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS FOR RESIDENTIAL DISTRICTS (TECHNICAL FORMATTING AMENDMENT)

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by replacing Section 4.2 and by replacing Section 4.2.1, Table of Regulations with new sections 4.2.1, 4.2.2, 4.2.3 4.2.4. 4.2.5, 4.2.6 and 4.2.7, so that the entire section shall now read as follows:

"4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts

The terms used in the Table of Regulations in Sections 4.2.1, 4.2.2 and 4.2.3 below are as defined in Section 1.3 of the By-law except as otherwise noted below.

The symbol "NR" means no requirements.

The symbol "1/2" as to maximum stories means Half-story under Story as defined in Section 1.3 of the By-Law.

The term "New Construction" means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; (b) Any construction which involves demolition of more than 50% (fifty percent) of the exterior frame or exterior envelope of an existing structure; (c) Any addition to an existing one-story structure which results in a gross floor area greater than 240% (two hundred forty percent) of the gross floor area of the existing structure; (d) Any addition to an existing one and one-half story structure which results in a gross floor area greater than 220% (two hundred twenty percent) of the gross floor area of the existing structure; and (e) Any addition to an existing two-story or two and one-half story structure which results in a gross floor area greater than 175% (one hundred seventy five percent) of the gross floor area of the existing structure. Gross floor area for purposes of this definition is as defined in Section 1.3 of the Zoning By-Law under the heading "Floor Area, Gross". For purposes of calculating the percentages of any construction, addition or demolition under this definition, all construction shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure.

4.2.1 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures on Lots Created by Deed or Plan Endorsed or Recorded Prior to January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded prior to January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	15 (a)	15 (a)	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	10	10	NR	NR	2-1/2	35
General Residence	10,000	80	20	10	10	NR	NR	2-1/2	35

(a) Notwithstanding the foregoing, in the Single Residence A District, a change in the area, frontage or configuration of an existing improved lot created by deed or plan, endorsed or recorded before January 9, 1986, which includes a conforming structure or building shall not change the minimum side or rear line setback requirement of 15 feet provided that (i) no other dimensional violations of the By-Law are created as a result of such change in the area, frontage or configuration of such existing improved lot, (ii) such lot otherwise continues to be a conforming lot in terms of minimum lot area, frontage and build factor following such change in the area, frontage or configuration of such existing improved lot, and (iii) such change in the area, frontage or configuration of such existing improved lot does not result in the creation of any additional building lot. The deed conveying land by reference to a plan showing such change in the area, frontage or configuration of such existing improved lot shall contain a restriction affecting the land of both the grantor and the grantee prohibiting the creation of an additional building lot as a result of such conveyance.

4.2.2 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures, on Lots Created by Deed or Plan, Endorsed or Recorded on or After January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded on or after January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35
General Residence	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

4.2.3 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures Created Through New Construction on any Lot

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure created through New Construction shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)(d)	20	NR	25%-30% (b)	2-1/2	35
General Residence	10,000	80	20	12.5 (a)(d)	20	NR	30%-35% (c)	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

(b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet 33%; For lots containing at least 8,000 square feet but less than 8,500 square

feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(d) Any building or structure that meets current zoning requirements but is prevented from commencing New Construction because the New Construction will be within the 12.5-foot sideline setback, but not within the 10-foot sideline setback, may commence the New Construction upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law, provided: (1) the New Construction meets all other requirements of the Zoning By-Law; (2) the Board determines that such change, extension, alteration, or enlargement would not be substantially more detrimental to the neighborhood than the existing structure; and (3) no more than 50% of the exterior frame or exterior envelope of the existing structure is demolished as a function of the proposed construction activity.

4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District

No building or structure for public, semi-public or institutional use, as listed in Section 3.2 Schedule of Use Regulations, shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	.30	15%	2-1/2 (g)	35
Single Residence A	43,560	150	35 (a)	25	25 (d)	.30	15%	2-1/2 (g)	35
Single Residence B	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
General Residence	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
Institutional	43,560	150	30	25 (e)	15	NR	15%	2-1/2 (f)	35 (f)

The terms used in the Table of Regulations above are as defined in Section 1.3 of the By-Laws.

The symbol "NR" means no requirements.

(a) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than thirty (30) feet. (See Section 4.2.14)

(b) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(c) The Board of Appeals may grant a special permit reducing the minimum side yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(d) The Board of Appeals may grant a special permit reducing the minimum rear yard setback required by this footnote in a Single Residence A District to no less than fifteen (15) feet and the minimum rear yard setback required by this footnote in Single Residence B and General Residence Districts to no less than ten (10) feet. (See Section 4.2.14)

(e) Buildings or structures on lots created by deed or plan, endorsed or recorded before January 9, 1986, shall have a minimum side line setback of 15 feet in the Institutional Districts.

(f) Buildings and structures located in an Institutional District devoted to educational uses and uses accessory thereto and located at least 800 feet from any public way in the Town of Needham in existence as of September 1, 1998, shall have a maximum height in accordance with the following limitation:

Roof Type	*Average Height (feet)*	*Maximum Height at any single point (feet)*
Flat Roof	*63**	*68**
Sloping Roof Top of Roof	*85*	*90*
Wall, cornice or eave line	*63**	*68**
Gabled endwalls	*63**	*68**

There shall be no limit on the number of stories of such buildings. The foregoing limitations are not intended to supercede any of the requirements of the Massachusetts State Building Code.

**The Board of Appeals may grant a Special Permit to allow the average height of a structure to increase as much as an additional seven (7) feet above the average height listed.*

(g) *See the definition of Half-story, under Story in the Definitions section.*

4.2.5 Build Factor Formula

In order to limit the degree to which a lot may have an irregular shape, the following **build factor formula** shall be used:

$$\frac{\text{Lot Perimeter Squared}}{\text{Actual Lot Area}} \text{ Divided By } \frac{\text{Actual Lot Area}}{\text{Required Lot Area}}$$

Lots recorded or endorsed after August 22, 1985 shall be subject to a maximum Build Factor of 20 in Single Residence B and General Residence Districts and 30 in Single Residence A and Institutional Districts. Lots recorded or endorsed prior to August 22, 1985 may not be modified such that the Build Factor of the modified lot exceeds 20 in SRB and General Residence Districts or 30 in SRA and Institutional Districts. Lots recorded or endorsed after February 16, 1995 shall be subject to a maximum Build Factor of 30 in a Rural Residence Conservation District. Lots recorded or endorsed prior to February 16, 1995 may not be modified such that the Build Factor of the modified lot exceeds 30 in a Rural Residence Conservation District.

4.2.6 Lot Area Calculation

No portion of a lot which is covered by a water body shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above. Not more than a combined total of thirty (30) percent of: (a) land located in a Flood Plain District; (b) land area subject to the Wetlands Protection Act and the Inlands Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas in Single Residence A, Single Residence B, General Residence and Institutional Districts. The provisions of the second sentence of this paragraph (a) shall apply in Single Residence A, Single Residence B and General Residence Districts to any lot created after May 8, 1989.

Not more than a combined total of ten (10) percent of: (a) land located in a Flood Plain District; (b) land areas subject to the Wetlands Protection Act and the Inland Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the minimum lot area in a Rural Residence-Conservation District as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above.

4.2.7 Special Regulations for Rural Residence – Conservation District

(a) Lot Coverage No building or structure, or addition to any building or structure, but not including accessory buildings or structures, shall be erected or placed on a lot which will result in the covering by buildings or structures of more than fifteen percent (15%) of the lot area in a Rural Residence-Conservation District.

(b) Vegetative Buffer In a Rural Residence-Conservation District, the first thirty-five (35) feet of the required minimum front setback of fifty (50) feet, as measured from Chestnut Street and

from the designated Scenic Roads of South Street and Charles River Street, shall remain as a natural vegetative buffer not to be cut or cleared except for normal maintenance and vehicular access, including private driveways and subdivision roadways."

(b) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by renumbering Section 4.2.2 as 4.2.8, Section 4.2.3 as 4.2.9, Section 4.2.4 as 4.2.10, Section 4.2.5 as 4.2.11, Section 4.2.6 as 4.2.12, Section 4.2.7 as 4.2.13, and 4.2.8 as 4.2.14.

(c) Amend the Needham Zoning By-Law by revising and updating all references in the By-Law to Section 4.2 and its associated subsections from the captions, as well as from the text and the respective zoning requirements as follows:

1. Amend Section 1.4.7.2 Alteration of Single-Family and Two-Family Dwellings, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

2. Amend Section 1.4.7.3 Reconstruction of Single-Family and Two-Family Dwellings Located in a Zoning District Where the Use is Permitted, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

3. Amend Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited, by replacing in the first sentence of the first paragraph and again in paragraph "(d)" the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

4. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule of uses table under the category "Residence" the entry "PRD (See 4.2.5)" with the entry "PRD (See 4.2.11)" and by further replacing the entry "RC (See 4.2.6)" with the entry "RC (See 4.2.12)".

5. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule of uses table under the entry which reads "The use of a single-family detached dwelling for a residential hospice house", *footnote (3)(a), the phrase "s.4.2.1 (a)" with the phrase "Section 4.2.6".

6. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.1 Lot Area, Frontage and Setback Requirements, by replacing in the second sentence the phrase "Section 4.2.7 Reduction in Dimensional Regulations" with the phrase "Section 4.2.13 Reduction in Dimensional Regulations".

7. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.3 Building Height Requirements, by replacing in the second sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

8. Amend Section 3.12.6 Dimensional Regulations for the Elder Services Zoning District, subparagraph (d), by replacing in the last sentence the phrase "Section 4.2.7 (a)-(f)" with the phrase "Section 4.2.13 (a)-(f)".

9. Amend Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.7 Dimension, Density and Parking Requirements, subparagraph (h), by replacing in the first sentence the phrase "(per Section 4.2.8)" with the phrase "(per Section 4.2.14)".

10. Amend Section 4.1.5 Minimum Required Lot Width, by replacing in the first sentence the phrase "Sections 4.2.1, 4.3.1, 4.4.1 and 4.6.1;" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1, 4.4.1 and 4.6.1;"

11. Amend Section 4.2.8 Height Limitation Exception, as follows: by replacing in the first sentence of the first paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4"; by replacing in the third sentence of the second paragraph the phrase "footnote (h) of Section 4.2.1 Table of Regulations" with the phrase "footnote (f) of Section 4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District"; by replacing in the first sentence of the third paragraph the phrase "Section 4.2.1, footnote (h)" with the phrase "Section 4.2.4, footnote (f)"; by replacing in the second sentence of the fourth paragraph the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4"; and by replacing in the first sentence of the fifth paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

12. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (a), General, by replacing in the first sentence the phrase "Section 4.2.4" with the phrase "Section 4.2.10" and by further replacing the phrase "Sections 4.2.1, 4.2.2 and 4.2.3" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.28 and 4.29."

13. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7."

14. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, sub-paragraph (4) Setback, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7" and by further replacing in the third sentence the phrase "4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7".

15. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (d), Documentation, by replacing in the first and second sentences the phrase "Section 4.2.4" with the phrase "Section 4.2.10."

16. Amend Section 4.2.13 Reductions in Dimensional Regulations by Special Permit, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

17. Amend Section 4.2.14, Screening for Public, Semi-Public and Institutional Uses, by replacing in the second sentence the phrase "Section 4.2.8.3" with the phrase "Section 4.2.14.3".

18. Amend Section 4.3 Dimensional Regulations for Apartment District, Subsection 4.3.5 Setback for Other Uses, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

19. Amend Section 6.4, Outdoor Parking of Vehicles, Subsection 6.4.1 Basic Requirements, sub-paragraph (b), by replacing the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, and 4.2.4".

20. Amend Section 7.5.2 Special Permits, Subsection 7.5.2.2 Conditions for Approval of a Special Permit, sub-paragraph (a), by replacing the phrase "4.2.8" with the phrase "4.2.14".

21. Amend Section 7.6 Planning Board, Subsection 7.6.1 Special Permit Granting Authority, by replacing in the first sentence the phrase "4.24, 4.25, 4.2.6" with the phrase "4.2.10, 4.2.11, 4.2.12".

22. Amend Section 7.7 Design Review, Subsection 7.7.2.2 Authority and Specific Powers, by replacing in the first sentence the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase "4.2.10".

23. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the second sentence of the second paragraph the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase"4.2.10".

24. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the fifth paragraph the phrase "4.2.5" with the phrase "4.2.11".

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article is a technical formatting amendment to Section 4.2 of the Needham Zoning By-law which presents the dimensional regulations for the Rural-Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. This article is a formatting change only and makes no substantive changes whatsoever to the Zoning By-Law. Instead of a single table with numerous footnotes, the presentation is revised to four tables with fewer footnotes. The Planning Board is offering this article to make the Zoning By-Law easier to understand and to facilitate amendments that are offered in the following articles (Article 24 through Article 30).

ARTICLE 24: AMEND ZONING BY-LAW – SIDE YARD SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS FOR NONCONFORMING LOTS

To see if the Town will vote to amend footnote (a) to the tables contained within Sections 4.2.2 and 4.2.3 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting by deleting the final sentence of each such footnote so that, as amended, the footnotes would read as follows:

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet.

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Revisions of the Zoning By-Law adopted in 1999 to address concerns of overbuilding increased the minimum side setback for "new construction" in the Single Residence B and General Residence districts from 10 to 12.5 feet. But in approving that change, Town Meeting also approved an amendment exempting non-conforming lots from the new requirement.

Article 24 would effectively repeal the 1999 exemption amendment and make the 12.5 foot setback standard for all lots in Single Residence B and General Residence Districts.

The language being removed (which appears in two footnotes in Article 23) reads:

"Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet."

The purpose of this change is to reduce the perceived disruption of disproportionately large new houses being constructed close to the sidelines on undersized lots.

A detailed definition of the term "new construction" appears in the current bylaw, and the same language is in Article 23. This change would not impair the rights of homeowners to remodel or rebuild within their current footprints.

ARTICLE 25: AMEND ZONING BY-LAW – HEIGHT REQUIREMENTS IN RESIDENTIAL DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Height" as follows:

   Height - Height shall be measured using one of the following two alternative methods, the method to be determined at the discretion of the applicant: (1) the vertical distance from average original grade or finished grade, whichever is lower, of the land surrounding the footprint of the structure to the highest point of a structure or roof of a building. The average height shall be measured starting at one corner of the structure measuring the height of the structure to the highest point above grade, and measurements shall be taken every 10 linear feet. The height limit under this method is 35 feet. For purposes of this alternative, original grade shall be defined as the grade of the lot before any regrading, demolition or development begins. If an existing structure is to be demolished, the original grade shall be the grade determined prior to demolition of the structure. If there is no existing structure on the property, the natural grade of the property, prior to any modification, shall be considered the original grade; except in new subdivisions where the original grade shall mean the approved and recorded grade; or (2) the height of the structure measured from a single point in the street centerline which is the average elevation of the highest 1/3 of the property's street frontage. The height limit under this method is 32 feet.

2. By inserting new footnotes (b) and (c) to the "Max. Height" in the Single Residence B and General Residence Districts on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (b) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

   (c) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

3. By inserting new footnotes (e) and (f) to the "Max. Height" in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnotes to read as follows:

   (e) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

   (f) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Presently, building height is measured from average finished grade at the face of the house wall to the highest point of the structure or roof of a building. Under the article height is proposed to be measured from the lower of average original grade or average new grade. The height limit for residential uses in the, Rural Residence Conservation, Single Residence A, Single Residence B, and General Residence Districts is and will continue to be 35 feet.

This article provides an equitable alternative for measuring building height for special situations involving downward sloping lots, upwards sloping lots, or in cases with walk out basements. The article provides additional detail intended to limit perceived abuses of the current methodology, and sets a maximum height at any point of 41 feet.

ARTICLE 26: AMEND ZONING BY-LAW – FLOOR AREA RATIO REQUIREMENT IN THE SINGLE RESIDENCE B DISTRICT

To see if the Town will vote to make the following four amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Floor Area Ratio" as follows:

   The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor, unenclosed porches, and up to 600 square feet of floor area intended and

designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.

2. By inserting a new requirement for Floor Area Ratio of ".36-.38" for the Single Residence B District, in the tables in Sections 4.2.1, 4.2.2 and 4.2.3

3. By inserting a footnote (d) for the Floor Area Ratio in the Single Residence B District on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (d) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

4. By inserting a footnote (g) for the Floor Area Ratio in the Single Residence B District on the table contained in Section 4.2.3, such footnote to read as follows:

   (g) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article introduces a Floor Area Ratio (FAR) requirement in the Single Residence B District. Floor Area Ratio is a way of calculating the allowed square footage of all buildings on a lot as a ratio of the existing lot area.

This article is intended to control the overall density of structures by limiting the gross floor area of structures relative to lot area. Less floor area is allowed on smaller lots with more allowed on large lots. Under this article, allowed square footage is calculated based on the first and second floors of the building plus an additional 600 square foot allowance for the garage. The reason for excluding other spaces, including basements and attics in the FAR calculations is to simplify interpretation. The approach taken in this article concedes that every house has a foundation of some depth, and a roof of some appropriate design. Whether it is finished space, crawl space, or trussed attic, does not really impact the house structure and look.

The table below details the proposed FAR standard.

Lot Size in Square Feet	***FAR***
Lot Size < 12,000	*.38*
Lot Size ≥ 12,000	*.36*

ARTICLE 27: AMEND ZONING BY-LAW – DEFINITIONS AND SIDE YARD SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following eight amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new definitions for Front Yard Setback, Side Yard Setback, Rear Yard Setback and Lot Coverage in Section 4.2 as follows:

   Front Yard Setback - the minimum horizontal distance from a front lot line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the front yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; and (v) unenclosed, covered or uncovered landings or entrance porches located on the first floor and having no habitable space directly above, provided that no more than a maximum of 50 square feet of said landing or porch is allowed in the front setback and the maximum porch or landing projection into the front setback is limited to 5 feet.

   Side Yard Setback - the minimum horizontal distance from a side line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the side yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered or uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

   Rear Yard Setback - the minimum horizontal distance from the rear line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the rear yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered and uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the

wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

Lot Coverage - that portion of a lot that is covered or occupied by any building or structure, but excluding unenclosed, covered or uncovered landings or porches (unless such covered landings or porches have habitable space directly above), steps, roof overhangs, bay windows, chimneys and bulkheads as permitted in required setbacks as provided above, as well as outdoor fireplaces, decks, patios and pools.

2. By amending subsection (b) of the definition of "New Construction" so that, as amended, it shall read: "(b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage;"

3. By deleting the final sentence in footnotes (b) and (c) to the Table contained in Section 4.2.3, so that, as amended, such footnotes read as follows:

(b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet - 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet - 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet - 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet - 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

4. By changing the Side Setbacks in the Single Residence B and General Residence Districts to 14 feet on the tables contained in Sections 4.2.1, 4.2.2 and 4.2.3.

5. By inserting new footnotes (e) and (f) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

(e) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

(f) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be

altered or structurally changed as-of-right to a 10-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

6. By amending footnote (a) to the table contained in Sections 4.2.2 and 4.2.3 so that, as amended, such footnotes reads as follows:

   (a) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

7. By inserting a new footnote (e) to Side Setback for the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnote to read as follows:

   (e) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 12.5 foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

8. By deleting footnote (d) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article would increase side yard setback in Single Residence B and General Residence Districts for conforming lots to 14 feet and for lots with less than 80 feet of frontage to 12 feet while adopting offsetting provisions intended to encourage architectural variety by allowing various elements to be built within the setbacks, such as bay windows, roof overhangs of up to two feet, and covered front landings of up to fifty square feet, projecting not more than five feet into the front setback.

The article redefines the way in which the setback is to be measured and details the various architectural elements that would be permitted to be built within a required front, rear, or side yard. This is accomplished by creating new definitions for the terms "front yard setback", "side yard setback", "rear

yard setback", and "lot coverage" and would apply in Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts.

This article would also establish an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for a side yard setback as a result of the passage of this article. Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 could be extended to a side yard setback of 10 feet and structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 could be extended to a side yard setback of 12.5 feet, provided that the project did not include demolition of more than 50% of the existing building shell exclusive of a single story attached garage. In all of the above-noted cases, the structure may not be sited closer to the side lot line than the farthest extent of the existing structure. In implementing the relief provided by this provision, the definition of "setback" in Section 1.3 of the Zoning By-Laws shall control.

ARTICLE 28: AMEND ZONING BY-LAW – GARAGE SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new footnotes (g) and (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

   (g) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

   (h) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

2. By inserting new footnotes (f) and (g) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

   (f) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

   (g) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

3. By inserting a new footnote (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

   (h) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: This article revises the front yard setback requirement for an attached garage in the Single Residence B and General Residence Districts. Presently the front yard setback for a building or structure located in the noted districts is 20 feet. The article proposes to increase the required front yard setback for an attached garage from 20 feet to 25 feet. For corner lots the increased front yard setback is required along both frontage streets. In applying this provision, the definition of "front yard setback" as adopted under Article 27 and now incorporated into Section 4.2 of the Zoning By-Laws shall control.

The article establishes an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming as to front yard setback of an attached garage as a result of the passage of this article. Under the article, additions to existing single family or two-family structures that are non-conforming as to front yard setback of an attached garage and upon which a building permit for the existing structure was issued prior to June 1, 2017, would be permitted to be extended to a front yard garage setback of 20 feet as-of-right, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. In implementing the relief provided by this provision, the definition of "setback" in Section 1.3 of the Zoning By-Laws shall control.

ARTICLE 29: AMEND ZONING BY-LAW – LOT COVERAGE REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning Bylaw as amended by Article 23 of this Town Meeting, as follows:

1. By Changing the Max. Lot Area Coverage in the Single Residence B District to 25%-30% and General Residence District to 30%-35% in the Tables contained in Section 4.2.1 and 4.2.2.

2. By inserting new footnotes (i) and (j) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

   (i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet 30%; For lots containing at least 5,500 square feet but less than

6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(j) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

3. By inserting new footnotes (h) and (i) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

(h) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article establishes a sliding scale (based on lot area) lot coverage requirement for alterations and additions to existing residential buildings and structures located on all lots in the Single Residence B and General Residence Districts. The Zoning By-Law already includes lot coverage for "New Construction" and is now being applied to alterations and additions.

"Lot coverage" is defined as a fraction, or percentage, calculated by dividing the square footage of the lot covered by buildings or structures (often called the "footprint"), by the square footage of the lot on which the building or structure is located. For purposes of calculating lot coverage unenclosed porches or landings, decks, patios, pools and bulkheads are excluded. In the Single Residence B District the lot coverage requirements are detailed in zoning article text above as footnotes 2(i) and 3(h) and in the table

below. In the General Residence B District, the lot coverage requirements are detailed in zoning article text as footnotes 2(j) and 3(i) and in the table below.

Lot Coverage for Single Residence B:

Lot Size in Square Feet	*Lot Coverage*
Lot size < 5,500	*30%*
5,500 ≤ Lot size < 6,000	*29%*
6,000 ≤ Lot size < 6,500	*28%*
6,500 ≤ Lot size < 7,000	*27%*
7,000 ≤ Lot size < 7,500	*26%*
Lot size ≥ 7,500	*25%*

Lot Coverage for General Residence:

Lot Size in Square Feet	*Lot Coverage*
Lot size < 7,000	*35%*
7,000 ≤ Lot size < 7,500	*34%*
7,500 ≤ Lot size < 8,000	*33%*
8,000 ≤ Lot size < 8,500	*32%*
8,500 ≤ Lot size < 9,000	*31%*
Lot size ≥ 9,000	*30%*

ARTICLE 30: AMEND ZONING BY-LAW – FRONT AND SIDE YARD SPECIAL PERMIT EXCEPTIONS FOR NONCONFORMING STRUCTURES IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following two amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By amending the definition of "New Construction" so that, as amended, it shall read: "The term 'New Construction' means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; and (b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage. For purposes of calculating the percentages of any demolition under this definition, all demolition shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure."

2. By inserting a new footnote (i) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

   (i) Existing single or two-family structures non-conforming for front yard garage setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of

Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the garage structure is sited no closer to the front lot line than the farthest extent of the existing garage structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

3. By inserting a new footnote (j) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

(j) Existing single or two-family structures non-conforming for side yard setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not reconstructed) to a side yard setback of 10 feet upon a lot created by deed or plan endorsed or recorded prior to January 9, 1986 and to a side yard setback of 12.5 feet upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the structure is sited no closer to the side lot line than the farthest extent of the existing structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article establishes a special permit process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for either a front yard setback to a garage or a side yard setback as a result of the passage of Articles 27 and 28, and which demolish more than 50% of the existing building shell exclusive of a single story attached garage. Articles 27 and 28 allow additions by right to original setback limits if demolition does not exceed 50%.

Under Article 30, existing single or two-family structures that are non-conforming as to front yard setback of an attached garage may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals. For those structures which are non-conforming relative to a side yard setback, a tiered special permit approach is provided as follows: (1) Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet by special permit; and (2) Structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet by special permit. In all of the above-noted cases, the special permit from the Board of Appeals may not be issued unless the Board finds the structure is sited no closer to the side lot line than the farthest extent of the existing structure.

With the establishment of the Floor Area Ratio requirement under Article 26 for all lots in the Single Residence B District and with the extension of the Lot Coverage requirement under Article 29 to building additions in the Single Residence B and General Residence Districts, building size is now effectively regulated through these alternative methods. Thus, references to addition size are no longer required within the definition of "new construction" and are now eliminated.

ARTICLE 31: AMEND ZONING BY-LAW – MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS AND RECREATIONAL MARIJUANA RETAILERS

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) By adding a new Section 8, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana, to read as follows:

"8 Temporary Moratorium on the Sale and Distribution of Recreational Marijuana

8.1 Purpose

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved Chapter 334 of the Acts of 2016, which was amended by Chapter 351 of the Acts of 2016, regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law as amended provides that it is effective on December 15, 2016 and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018.

Currently under the Zoning By-Law, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, Chapter 334 establishes two important provisions that relate to ballot action that the Town may wish to take prior to the adoption of Zoning By-Law amendments relating to Recreational Marijuana Establishments. First, under Section 3 of General Laws Chapter 94G inserted by Section 5 of Chapter 334 the Town may, by ballot, determine whether it will adopt a By-Law that will limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations in such a way as to require a vote of the voters of the Town and second, by ballot that cannot occur prior to November 6, 2018, the next biennial state election, on whether to allow on-site consumption of marijuana products.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-Law regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments

and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning By-Law in a manner consistent with sound land use planning goals and objectives.

8.2 Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

8.3 Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning By-Law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, determine whether the town shall limit the number of marijuana

establishments in the Town or govern the time, place and manner of marijuana establishment operations, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning By-Law to address the impact and operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

8.4 Severability.

The provisions of this By-Law are severable. If any provision, paragraph, sentence, or clause of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid."

(b) Amend the Table of Contents to add Section 8, Temporary Moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Planning Board is requesting that the Zoning By-Law be amended to allow for a temporary moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers. As laid out in the initiative passed on November 8, 2016, as amended by Chapter 351 of the Acts of 2016, the State Cannabis Control Commission must set forth regulations on the sale and use of recreational marijuana by March 15, 2018. However, the use of recreational marijuana is legal as of December 15, 2016. Due to this lag time and the failure of the law to clearly specify the extent to which cities and towns may regulate the location of these facilities, the Town is seeking a temporary moratorium on the sale of recreational marijuana so that appropriate officials can await guidance from the state on the various rules and regulations that will eventually be determined by the State Cannabis Control Commission. This moratorium will expire on December 31, 2018. It is anticipated that the Town will repeal the temporary moratorium either during or before the Special Town Meeting in the fall of 2018 and replace it with an applicable Zoning By-Law. An identical process was followed in 2013 when the Town enacted a temporary moratorium on medical marijuana dispensaries and replaced it with a Zoning By-Law amendment in 2015.

ROSEMARY POOL ARTICLES

ARTICLE 32: AUTHORIZATION FOR EMINENT DOMAIN – ROSEMARY PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for general municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: As part of the lead up to the project for the construction of the new Rosemary Lake facility, the Town conducted a title search of the six parcels that make up Rosemary Lake and the Rosemary Complex. The title examination revealed that the Town of Needham has good record title to four of the six parcels. Two of the parcels have a gap in the chain of title. One parcel, which includes the existing pool and a major portion of the lake, was acquired by a tax taking in 1947. The tax taking was from the son-in-law of the record owner. Thus there is a gap in the record title. Additionally, the description of the parcel is not that precise. The second parcel includes the land on which the pool house is located. The references in the deed include three separate probates. The Town has occupied and used all six parcels since the 1950s, first as a beach and swimming area and later for use of the pool facility and other recreational activities. The title search did not identify any other record owners of the parcels. No one has been paying real estate taxes on the property. Thus the Town takes the position that it has good title to the six parcels. Nonetheless, the taking of the property by eminent domain is contemplated prior to the Town's spending money to construct a new pool and building on the parcels. Taking the properties by eminent domain will provide good record title against the world. It would preclude someone claiming ownership of the property after the Town has constructed new facilities on the parcels. Anyone claiming ownership of the property would have to bring a claim within three years of the recording of the order of taking at the Registry of Deeds, and could seek compensation for the fair market value of his or her interest in the parcels as of the date of the taking and no more. While a taking is needed only for two lots, it is more efficient to take all six lots to confirm title.

ARTICLE 33: APPROPRIATE FOR CPA PROJECT - ROSEMARY RECREATION COMPLEX

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,800,000 for design and engineering and construction of the Rosemary Recreation Complex, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,030,000 is raised from Community Preservation Receipts, that $1,535,000 be transferred from the FY2017 Community Preservation General Reserve, that $1,435,000 be transferred from CPA Free Cash, and that $800,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $8,000,000 under Massachusetts General Law Chapter 44B, as it may hereafter be amended and to borrow $3,000,000 under Massachusetts General Law Chapter 44, Section 7, and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will fund the construction of the Rosemary Recreation Complex. Design funds were authorized at the 2015 and 2016 Annual Town Meetings in the amount of $1,000,000. The CPA-funded portion of the project includes construction of an outdoor recreation pool, an outdoor fitness competitive pool, and a spray park, reconstruction of the driveway and two parking lots, renovation of the lower level of the existing building for the bathhouse and pool functions, and rebuilding of the trailhead to Rosemary trails. The building will be solar-ready, and the driveway and lower parking lot will utilize porous pavement. The portion of the project that is not eligible for CPA funding is the

second floor of the building, which will provide indoor space to support the site's outdoor recreation and provide opportunities throughout the year for indoor recreation space. The second floor will also include office space for the Park and Recreation Department and the Health Department. The project went out to bid in mid-March to pre-qualified contractors, and results will be available at Town Meeting.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 34: APPROPRIATE FOR CRICKET FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for Cricket Field renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article would fund the design of improvements to the two multi-purpose fields at Cricket Field. The project will include removal and amendment to the soil and installation of a new irrigation system. It is anticipated that work will be performed during the summer of 2018.

ARTICLE 35: APPROPRIATE FOR NEW ELEMENTARY SCHOOL WALKING TRAILS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $210,000 for survey and all phases of design and construction for the New Elementary School Walking Trails, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this funding is to construct a new walking trail at the Central Avenue site of the new elementary school. The quarter-mile long trail will be ADA accessible, and all users will be able to explore a variety of habitats and enjoy a scenic vista overlooking the pond, Rosemary Brook, wetlands, and forested properties. The Student Conservation Association (SCA) will participate in a portion of the project, reducing some of the anticipated construction costs. Performing this work prior to the beginning of the major school construction project is an important consideration because it allows the project to be constructed from the back to the front. This will facilitate construction access and reduce construction conflicts on a tight site. A portion of the trail is being built on land under license with the Town of Wellesley, and therefore is not eligible for funding with the MSBA school project. Wellesley officials have reviewed the plans and are in support of the design direction.

ARTICLE 36: APPROPRIATE FOR NEEDHAM ACCESSIBLE RESERVOIR TRAIL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $935,000 for the Needham Accessible Reservoir Trail construction, to be spent under the direction of the Town Manager, and to meet this appropriation that $860,000 be transferred from CPA Free Cash and $75,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The proposed trail will consist of a combination of wooden boardwalks and stone dust trails, and will significantly upgrade an existing trail and provide access to the Reservoir to all members of the community. Accessible fishing docks will be added, along with a bridge over the stream. New parking spaces will be created in the parking lot at 500 Dedham Avenue. The former wells will be closed, and sensitive wetland areas will be preserved and restored. The design of this project was previously funded through CPA appropriation.

ARTICLE 37: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2018 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$341,831
C. Community Housing Reserve	$269,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$269,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 38: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,895,467 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
DPW	Specialty Equipment	$30,000	
DPW	Traffic Improvements	$249,000	
Multiple	Fleet Replacement Program	$646,305	
Finance	Data Center Servers & Storage Units	$145,000	
Fire	Bunker Gear	$167,872	
Public Facilities	Energy Efficiency Upgrade Improvements	$57,000	
Public Facilities	Pollard School Blue & Green Gyms	$45,000	
Public Schools	School Copier Replacement	$46,790	
Public Schools	School Furniture	$45,000	
Public Schools	Technology Replacement	$463,500	
		$1,895,467	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Public Works Specialty Equipment
The FY2018 request is to fund a new Field Renovator for the Parks & Forestry Division. This piece of equipment renovates baseball diamonds and will be the second field renovator in the fleet. This acquisition is necessary to handle the acreage that Parks & Forestry maintains. The Field Renovator will also be used to de-weed clay skins and make them look fresh and play-worthy.

Traffic Improvements
This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. These items are not presently included in the Department of Public Works operating budget. The proposed annual request will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and or pavement markings. The FY2018 funding request is to improve the Cedar Street and Central Avenue Intersection. This project was recommended by the Safe Routes to School Study that was prepared by the Commonwealth for the Eliot School. The project will improve safety for vehicles and pedestrians crossing at the intersection by relocating curbing and sidewalk areas. This will shorten the

distance of the cross-walk and allow the crossing guard to have better control over traffic flow and pedestrian crossings.

Fleet Replacement Program

The Town's centralized approach to its fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized equipment, and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the following units listed below are planned for replacement and the probable vehicle type is indicated in the tables below.

General Fund Fleet Program – General Purpose Vehicles

Unit/Division	Year	Replacement	Amount
12/Parks	2009	Chevrolet Colorado	$38,277
15/Admin	2008	Ford Explorer	$35,481
52/Highway	2009	Toyota RAV4 Hybrid	$34,729
704/Facilities	2005	Ford T250	$31,222
PV/School	2008	Ford Transit XL	$33,861
Van 3/School	2011	Ford Transit XL	$32,875
Van 6/School	2011	Ford Transit XL	$32,875
			$239,320

General Fund Fleet Replacement – Specialized Equipment

Unit/Division	Year	Replacement	Amount
48/Highway	2008	Ford F450	$83,561
336/Parks	2011	TORO 5900	$98,747
R-02/Fire	2008	F-450 Horton 553	$224,677
			$406,985

Non-Public Safety Data Center Servers and Storage Units

This project is for the replacement of hardware within the three Town of Needham data centers. The project is broken into two phases, and funding for FY2018 is for phase one. The first phase of the project is to replace four servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at The Center at The Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the internet, and network and internet security takes place. There are six physical servers at Town Hall; however, three servers maintain and support

approximately 50 virtual servers with corresponding data maintained on the storage units. The other three servers are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as a failsafe in case the Town Hall network and infrastructure is offline. The server and storage at The Center at The Heights houses backup data, and from this location certain segments of the data are migrated off site using a Carbonite business account. All of the servers are Dell PowerEdge R400 - R700 series, the storage units are Dell EqualLogic PS4000 - PS6000 series, and the switches are Dell PowerConnect 8000 series. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town's business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town.

Bunker Gear

This request is for the purchase of a second set of Personal Protective Equipment ("bunker gear") for all front line Fire personnel in FY2018. In the years to follow, funding will be sought to continuously replace the gear over a five year period. The bunker gear requested includes boots, firefighting pants, and coat. Firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found that carcinogens and other toxins associated with the fire ground can be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These contaminants, chemicals, toxins, and carcinogens adhere to firefighters' bunker gear, creating a lingering exposure concern for the firefighters wearing this equipment and to members of the public they serve. Recent research links increased risk of cancer due to contaminated bunker gear. The Fire Department has already taken measures to help reduce the risk of cancer, including outfitting each piece of apparatus with after-action wipes to quickly remove carcinogens from responders' skin while still in the field. Industry best practices require that firefighters be issued two sets of gear so that once contaminated, the equipment can be washed and dried in extractors and dryers designed specifically for that purpose. A second set of gear will allow personnel to remain available to respond to calls while their gear is being cleaned. Once this initial set of additional firefighting gear is purchased, the Department will begin a planned rotational purchasing request annually, so that all firefighting bunker gear can be replaced within a 10 year schedule to ensure proper functioning and safety.

Energy Efficiency Upgrades

The 2011 May Special Town Meeting approved funding for an Engineering Study for Energy Upgrades. This study was conducted on ten key buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. In FY2018, the Public Facilities Department intends to install on-demand ventilation on air handlers in the mechanical room, and re-commission building HVAC controls at the Eliot School.

Pollard Blue And Green Gym Upgrades - Design

Proposed improvements consist of replacing the present rubber flooring with another material that is appropriate for basketball use and installing mats along the side of the gym for safety. Lighting upgrades were completed under the energy efficiency request in FY2016. This funding will support the design of the flooring replacement in both the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and community basketball groups because of its size. The design will investigate handicap accessibility issues, player safety, and basketball specifications, and will determine the best type of flooring to install given restriction in these spaces.

School Copier Replacement

In May 2003, Town Meeting authorized $60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 48 copy machines. The FY2018 request includes five copy machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts.

School Furniture Replacement

This request continues the replacement cycle for school furniture in poor and fair condition at the Newman and Pollard schools. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. In FY2005, Town Meeting approved funding of $20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced at these schools. The funding request will continue with the replacement of furniture in fair condition at these schools and will allow for the purchase of furniture needed to support enrollment growth. Beginning in FY2022, the furniture request will be used exclusively to purchase new classroom furniture as necessary in all school buildings.

School Technology Replacement

This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2018 submitted request is for $463,500 and represents a $155,575 increase over the FY2018 projection included in the FY2017-2021 CIP. The $463,500 request increase consists of $310,500 in hardware replacement, $61,000 in infrastructure improvements and $92,000 in new requests. The hardware replacement budget of $310,500 increases $84,575 from the prior year and reflects the reallocation of funds away from whiteboard and desktop computer replacement to the replacement of computer labs at Broadmeadow, Eliot, Hillside and High Rock ($40,500 each), as well as replacement of the TV Lab at Needham High School ($36,000.) The infrastructure budget of $61,000 increased $10,000 over the prior CIP to fund wireless access points, which were added as a new category under technology infrastructure. Finally, several new requests totaling $92,000 are included for FY2018: the replacement of the High Rock security camera and keyless entry system ($20,000), the installation of gymnasium video displays at two schools (Eliot and Hillside for $6,000), the replacement of the 30-year old mobile PA system for use at graduation ($30,000), the installation of an auditorium screen and a projection system at High Rock ($25,000), a replacement screen at Pollard ($6,000) and a projector and screen in the Pollard cafeteria ($5,000.)

ARTICLE 39: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,762,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,262,000 be

transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $500,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below.

Street Resurfacing
This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75. Target funding for street resurfacing in FY2018 is $800,000.

Traffic Signal & Intersection Improvements
This Program funds traffic signal and intersection improvements and installation of signalized intersections where none currently exist. Target funding for FY2018 is $128,000 to be used for Engineering & Design for the Highland Avenue and West Street intersection.

Sidewalk Program
This program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2018 is $484,000.

Storm Drain Capacity Improvements
This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. This funding request includes, but is not limited to, the installation of additional storm drains and the replacement and extension of drains on Manning Street, Hoover Road, Concord Road and Burnside Road with larger capacity drains. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue,

funds for FY2017 were diverted from Ardmore Road and Hunnewell Street to complete that project. Unless circumstances dictate otherwise, FY2018 funding of $100,000 is planned for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding over five years for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation. Unless circumstances dictate otherwise, FY2018 funding in the amount of $50,000 is targeted for system upgrades and repairs at various locations.

Brooks and Culverts – Repair and Maintenance

It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts. Unless circumstances dictate otherwise, FY2018 funding of $200,000 is planned for construction of a culvert at Meadowbrook Road.

Roadway Reconstruction

Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction include shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2018.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and or surface integrity of all bridges throughout Needham. Capital Project costs will include surveying, engineering evaluation, design, and repair or reconstruction. Bridges are one of the infrastructure assets whose value and depreciation are now tracked under the GASB 34 Program. The Massachusetts Department of Transportation issued a report on Newell's Bridge which connects Needham and Dover on Central Avenue and indicated that the bridge is deficient and in need of repair. The Town will work with Dover to determine how to address these deficiencies. No funding is allocated to the Bridge Repairs category in FY2018.

ARTICLE 40: APPROPRIATE FOR PUBLIC SAFETY COMPLEX/STATION #2 DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $250,000 for Public Safety Complex and Fire Station #2 design, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The feasibility study is nearing completion, and additional funding is requested in FY2018 to complete schematic design. Design Development Construction Document funding is proposed for FY2018 at the fall, 2017 Special Town Meeting, and construction funding is proposed for fiscal year 2019. Project features continue to be refined, and the design and construction cost estimates are under development. The November 2, 2015 and February 10, 2016 Special Town Meetings approved funding for feasibility studies for the renovation and or reconstruction of the Public Safety Building on Chestnut Street School Street and Fire Station 2 at the intersection of Highland Avenue and Webster Street. The Public Safety Building, originally built in 1931, was reconstructed in 1988 – 1989. The amount of space that was originally allocated within the building for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements. The station is not fully accessible for individuals with limited mobility. Areas reviewed during the feasibility study in the Police Department included: locker space for female officers, evidence and property storage space, interview space and interview recording requirements, public meeting space needs, records storage, inadequate dispatch areas, patrol and administrative office space, report writing space, and prisoner holding cells. The current prisoner booking area is unsafe due to its size and the setup of the room. The building lacks the ability to handle technology improvements due to available space needed while the roof continues to leak into the records server room on the second floor. The current climate control only works sporadically throughout the building creating numerous temperature variations. Areas reviewed in the Fire Department included apparatus bays that are too small for modern fire trucks; insufficient area for maintenance activities, non-existent facilities for storing and cleaning turnout gear, minimal existing office space, and insufficient storage space for files and equipment. The study included a review of the operational needs of both departments, facility assessment, assessment of spatial needs within existing or expanded facilities, alternatives analysis for demolition and rebuilding of new facilities, consideration of phasing swing space, and a cost comparison of addition, renovation or rebuilding.

ARTICLE 41: APPROPRIATE FOR POLLARD SCHOOL BATHROOM UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $650,000 for Pollard School bathroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: There are four sets of boy and girl bathrooms at the school that are in need of renovation. The Town renovated the first of the four bathrooms in FY2017. This request is to complete the work started on the first set of bathrooms in the remaining bathrooms. The improvements that were made include new fixtures, new tiles, new layout and open doors, new ADA compliant stalls, and other features

to modernize the bathroom facilities. It is intended that the remaining bathrooms will be renovated in one or two summers, depending on the schedule. The project will be timed to achieve the greatest efficiency and savings.

ARTICLE 42: APPROPRIATE FOR HIGH SCHOOL CHILLER REPLACEMENT DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $125,000 for engineering and design for the replacement of the High School chiller, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this funding is to replace the 300 ton chiller at the High School. This unit stopped functioning last year. An examination of the chiller revealed that repair was not practical and a new unit is required. The Public Facilities Department rented a temporary chiller last year and will again this year for the cooling season while the High School Expansion Study was underway. The goal of the project is to replace the broken unit prior to the 2018 cooling season. The new unit will meet contemporary energy codes and therefore be more efficient to operate. Chiller sizing, location, piping, filters, water cleaning, energy management programming and connection to the existing chilled water piping system will all be a part of the detailed design. Additional funding will likely be requested at the 2017 Fall Special Town Meeting so that the project can proceed according to schedule.

ARTICLE 43: APPROPRIATE FOR HIGH SCHOOL EXPANSION DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $950,000 for engineering and design for the expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This project would fund the addition of classroom space at Needham High School to support anticipated student population growth. Enrollment is expected to remain at or over 1,700 students through FY2023. The existing capacity of the school is 1,450. The maximum number of students per classroom in the 2008 renovated and expanded NHS was 22. Currently 25% of the academic classrooms have class sizes of 25 or more. The MSBA standard for classroom utilization rate is 85%. Currently, the utilization rate is at 90%+. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the need. Further, the repurposing has compromised the overall operation of the educational program. The October 2014 Special Town Meeting approved an appropriation of $200,000 to subdivide two large classroom spaces into four classrooms,

and the 2016 Annual Town Meeting approved an additional $65,000 to conduct a feasibility study of classroom expansion alternatives at NHS, which is underway. This request is a placeholder for the design and construction funds needed to develop classroom spaces at Needham High School, pending the final recommendations included in the feasibility study.

ARTICLE 44: APPROPRIATE FOR FUEL ISLAND RELOCATION AND UPGRADE

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $1,320,000 for fuel island relocation and upgrade and associated site and demolition work, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Currently DPW, Fire Department, School Department, and other Town vehicles rely on this fueling station. Beginning in September 2013, all Police Department vehicles also rely on this fueling station. The Police Department consumes a large volume of gasoline, and that Department's reliance on this station represents a dramatic increase in use. This funding request reflects the anticipated costs of relocating the fuel station, demolition of the existing station, installation of a new station, and demolition of the "old" salt shed. The fueling station will be located on property transferred to the jurisdiction of the School Committee but remaining under the control of the DPW. The station is designed to be relocatable in the future if necessary. The fuel station is proposed for replacement and relocation based on its general age, condition, location, environmental concerns (e.g. proximity to wetlands, proximity to groundwater table, threat of algae contamination, and susceptibility to flooding), access and maneuverability, capacity, and compatibility with the proposed expansion of the DPW Operations Building at 470 Dedham Avenue. The RTS, Sewer and Water Enterprise Funds will be allocated 20% of the cost of the project based on fuel consumption. The 2016 Annual Town Meeting appropriated $131,000 in design funds for this project.

ARTICLE 45: APPROPRIATE FOR DPW STORAGE FACILITY FEASIBILITY

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $150,000 for a feasibility study for the location of a Public Works storage facility at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The recently completed DPW relocation feasibility study determined that approximately 14,000 s.f. of storage space required to fulfill DPW operations programming needs cannot fit on the existing site (470 484 Dedham Avenue). The existing site has been approved by the Board of

Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location consisting of a building of approximately 7,000 s.f. and covered storage (canopy) of another 7,000 s.f. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located at the RTS. Locating the storage building at the RTS will necessitate the relocation of existing operations to the currently unused acreage adjacent to the site. Design funding will include a review of RTS operations to determine the most appropriate location for the storage building and the operations to be relocated. Construction funding is proposed for FY2019. While the funding source is listed as General Fund, enterprise funding will likely be recommended as part of the construction appropriation.

ARTICLE 46: APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $375,000 for engineering and design of renovation or reconstruction of the Memorial Park Building and associated grounds, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Memorial Park Building was included in the Townwide Facilities Study planning update completed in 2014. The study presumed a complete renovation of the current Memorial Park Building, which would make the building fully handicap accessible, and would be designed and constructed in accordance with the new building code. The facility would be part of an overall plan that enhances programs and promotes synergy among the other nearby Town facilities, and is seen as a service point for High School athletics and other community activities. The feasibility study for this project was funded at the 2016 Annual Town Meeting, and is under the charge of the PPBC.

ARTICLE 47: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $710,342 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Transfer Station Floor Replacement	$166,000	
RTS	Property Improvements	$290,000	
RTS	Fleet Replacement – Specialized Equipment	$254,342	
		$710,342	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Recycling And Transfer Station Property Improvements
This will fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve functionality. Funding requested for FY2018 will support the reorganization of the Materials Processing and Composting Areas. The RTS receives and stores various construction materials generated both from Town projects and paying customers at its Materials Processing Area (MPA). In 2014 it was determined that the MPA was in need of better organization due to the inflow of various materials and its proximity to wetlands. Much of the material stored on site has become commingled and difficult to separate, resulting in materials that are difficult to reuse or market. Given that the Materials Processing Area is now accepting additional aggregate material and will be conducting an annual rock crushing operation, an opportunity exists to develop this area to better store, categorize and utilize materials in a manner that is conducive to limiting or negating adverse impacts to the adjacent wetlands. To bring better organization to the Materials Processing Area and ensure that operations do not adversely impact the wetlands, the RTS plans to purchase approximately 10,000 square feet of block face made up of interlocking precast concrete blocks that will be delivered and installed at the site in accordance with an engineering plan to create ten material storage bins with dimensions of 25' wide x 30' deep x 10' tall. If the proposed storage building is moved to the Materials Processing Area, the blocks can be disassembled and reassembled at a different location.

Transfer Station Floor Replacement
The Municipal Solid Waste (MSW) transfer building was built in 1998. The concrete floor is original to the building and is in poor condition. The condition is the result of heavy equipment operating across the surface each working day since the building was constructed, which has slowly eroded the concrete and exposed rebar in many places. The protruding rebar and ruts in the concrete floor can be a hazard to both staff and the general public using the facility. The RTS plans to replace the entire MSW tip floor. This will require the floor to be jackhammered, the existing rebar removed and the ground surface prepared for new rebar and concrete. The dimensions of the MSW transfer building floor are 40 feet by 56 feet, eight inches (approximately 2,260 square feet).

Fleet Replacement – Specialized Equipment
Unless circumstances require otherwise, the RTS fleet replacement - specialized equipment planned for FY2018 includes the following:

Unit/Division	Year	Replacement	Amount
80/RTS	2010	Packer Truck	$211,256
67/RTS	2004	Vermeer Grinder	$43,086

ARTICLE 48: APPROPRIATE FOR WASTEWATER SYSTEM REHABILITATION

To see if the Town will vote to raise, appropriate and/or transfer the sum of $600,000 for Sewer Pump Station Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is

authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town's wastewater pumping stations have been evaluated to assess their physical condition and capacity, and to evaluate current and future flow projections. The Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), and Alden Road are each either at or beyond their design life. Maintenance and emergency shutoffs occur more frequently, and these stations require a greater amount of personnel and financial resources to keep them operational. The Alden Road Pump Station was originally constructed in the mid-1950's as a pneumatic ejection station, and was converted in the 1970's to a built in place wet well dry well station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm to indicate high wet well levels. The electrical control panels are outdated and located below grade level adjacent to the pumps, which if flooded, pose a threat to personnel and equipment. The station has heat, but no dehumidification or ventilation. FY2018 funding is intended for Alden Road Pump Station Design Engineering and Construction.

ARTICLE 49: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $196,074 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Specialty Equipment Unit #115 Excavator	$132,000	
Water	Fleet Replacement	$64,074	
		$196,074	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The FY2018 request is to fund the replacement of Unit #115. The current 2008 excavator is used for water sewer drains projects including responding to emergencies. At the time of the requested replacement, the excavator will be ten years old. The replacement will be an upgraded version of the existing piece of equipment, which will make operations more efficient as it will be able to dig deeper to replace catch basins, excavate the whole bottom length of water pipe at proper depth because of its longer reach, help to install larger precast structures, and move steel road plates more easily because of an increased lifting power. The anticipated make and model will be a Komatsu PC88MR-10

or equivalent with a 12 year lifecycle. Unless circumstances require otherwise, the Water core fleet replacement specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
20/Water	2009	Toyota RAV4 Hybrid	$34,729
24/Water	2009	Ford Transit Connect	$29,345

ARTICLE 50: APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer the sum of $1,000,000 for Water Service Connections, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction paving project. If this replacement does not occur, an element of the subsurface infrastructure remains susceptible to failure before the useful life of the reconstructed roadway has been realized. System-wide, there are approximately 1,220 services that still need to be replaced in the system. The Town's cash capital plan provided $200,000 annually for this ongoing program. Because of the availability of this special loan program from the Commonwealth, the Town can maximize resources by combining the five year plan into one authorization. This will also allow the Town to proceed faster with the replacement of the old iron connections, some of which may contain lead.

ARTICLE 51: APPROPRIATE FOR WATER DISTRIBUTION SYSTEM IMPROVEMENTS

To see if the Town will vote to raise, appropriate and/or transfer the sum of $1,300,000 for Water Distribution System Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of

Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The fiscal year 2018 – 2022 CIP combines all water distribution system Improvements into one article including water system rehabilitation and water main replacement.

Water System Rehabilitation
Under the Water System Rehabilitation Program, the Town's water infrastructure is routinely analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, funding for FY2018 will support the rehabilitation of Alfreton Road from Highland Avenue to Webster Street (unlined), Bennington Street from High Street to Concord Street (unlined) and Country Way (unlined).

Water Main Replacement
This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with a bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street. In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue. The current project will be replacing a 14" water main with a new 16" water main. This project includes replacing the pipe and reconstructing the road. Unless circumstances require otherwise, FY2018 funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Central Avenue at Pine Street to Marked Tree Road to Oak Street and Maple Street.

TOWN RESERVE ARTICLES

ARTICLE 52: APPROPRIATE FOR WORKERS COMPENSATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The target balance for the fund is $1,500,000. The balance in the fund as of March 2017 is $971,376.

ARTICLE 53: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $1,295,000 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020. The Town is planning on the reconstruction and or replacement of the Memorial Park Building. Town Meeting approved funding for a feasibility study last year, and design funding is proposed under Article 47. The appropriation of $1,295,000 is comprised of: $31,455 derived from the annual method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2016), and an additional $1,263,545 proposed for the fields and the building. If approved, the fund would support the $2.5 million reserved for the fields, and approximately $1.4 million reserved for the Memorial Park project. Additional funds will be

recommended in subsequent town meetings, as circumstances permit. The balance in the fund as of March, 2017 was $2,656,214.

ARTICLE 54: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate $28,051 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of $28,051 is equal to the amount that the Town received from the sale of surplus equipment during FY2016. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March, 2017 was $704,861.

ARTICLE 55: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the

structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March, 2017 was $1,320,155.

ARTICLE 56: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,091,874 to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said $185,000 be transferred from Free Cash and that $906,874 be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins.

This approach includes the appropriation of recurring revenue. The benefit of dedicating recurring revenue to the fund is that is it allows the Town to repurpose the funds at some point in the future to other appropriations, including the operating budget. The Town's revenue growth has been greater than average over recent years, but this level of growth is not expected to continue. Future demands especially in education (full-day kindergarten) and public safety (police and emergency medical services) will put pressure on the operating budget. Neither initiative is ready for funding in FY2018, but both are anticipated to be added in the next few years. By appropriating recurring funds today for a "non-recurring purpose" (the special stabilization fund), the Town will have access to the recurring revenue to meet true recurring needs at a future Town Meeting. In those years, the warrant will include an allocation of the recurring revenue to the operating budget rather than to the DSSF.

The recommended appropriation to the Fund for FY2018 is $1,091,874. The amount of $725,190 in recurring revenue is related to the solar array and new growth, and $181,684 was reallocated from the School Department operating request. An additional $185,000 from Free Cash (one time revenue) has been recommended. Of the total appropriation request, $906,874 is recurring revenue that can be reallocated in future years to meet identified program improvements. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of March, 2017 was $935,468.

GENERAL ARTICLES

ARTICLE 57: AMEND GENERAL BY-LAW / DENIAL, REVOCATION, SUSPENSION OR NONRENEWAL OF LICENSES OR PERMITS

To see if the Town will vote to amend the General By-Laws by deleting Section 4.4.1.1 and inserting in place thereof the following:

"4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In 1990, the Town adopted Massachusetts General Law Chapter 40, Section 57 and established a Town By-Law that allows the collector to issue a delinquency list to Town boards, committees, and departments of individuals and businesses that are delinquent in paying their local taxes, charges and/or fees. This delinquency is grounds for denial, suspension, revocation, or non-renewal of local licenses and permits, until such charges are paid or otherwise addressed. A recent change in the law with passage of the Municipal Modernization Act allows the collector to issue a delinquency list more than once per year. The collector may now include all delinquent taxes, charges and fees and not just those which are more than one year overdue. In order to allow these actions, the Town must amend its By-Law to mirror current state law. The current By-Law section would be changed by the amendment above by inserting after the words "...shall annually," the words "and may periodically," and striking the words "for not less than a twelve month period" that followed the words "...assessments, betterments or other municipal charges."

ARTICLE 58: AMEND GENERAL BY-LAW / FUTURE SCHOOL NEEDS COMMITTEE

To see if the Town will vote to amend the General By-Laws by deleting section 2.7.2 and inserting in place thereof the following:

"2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of seven members: two members of the Finance Committee, two members of the School Committee, two members of the Board of Selectmen, and one member appointed by the Town Moderator. The chairman shall be designated from time to time by vote of the Committee. The Future School Needs Committee will assist in the identification of the criteria necessary to develop the estimates and projections. It shall be the

responsibility of the School Committee to procure professionally-developed estimates of the Town's current and projected student population and to provide this information to the Future School Needs Committee for their review, guidance, and feedback."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: For many years, the Future School Needs Committee consisting of volunteers who have generously offered their time and expertise - has provided estimated student enrollment information to assist the School Committee, Town Boards, and Town Meeting to anticipate and understand the current and projected student population. Over time, the projections have typically provided good short-term enrollment information based on historical enrollment and census data. However, even a small variance between projected and actual enrollment can result in the development of a budget that provides for too many or too few classrooms in a given year. The recommended proposal would reconstitute the Future School Needs Committee so that its primary charge would be to review and make recommendations regarding professionally developed enrollment estimates, as opposed to the prior practice of developing the estimates itself. The proposal also ensures the involvement of the Town boards involved in the School capital planning process - the Board of Selectmen, the School Committee, and the Finance Committee – on the committee.

ARTICLE 59: AMEND GENERAL BY-LAW / HAWKERS & PEDDLERS

To see if the Town will vote to amend the General By-Laws by deleting Section 3.1.11 Licensed Hawkers and Peddlers, and inserting in place thereof the following:

"**3.1.11 Licensed Hawkers and Peddlers.** Except as otherwise specified by regulations issued by the Board of Selectmen:

3.1.11.1 No person, under Massachusetts General Law Chapter 101, Section 22, shall sell or offer to sell items specified therein within 1,000 feet of any recreational area in organized use, or within 1,000 feet of any school (public or private) during the hours that school is in session, nor until one hour after the closing of said school or schools.

3.1.11.2 Such hawkers or peddlers shall not remain parked at any one location for a period of time exceeding ten (10) minutes, nor shall a bell, horn or other device to attract customers be used after the hour of 8:00 P.M. of any day."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This proposal is offered in connection with ongoing review of current regulation of mobile food vendors in Needham. That review has included public hearings, consultation with town boards and committees, vendors, and interested citizens. The Selectmen are considering proposals to expand the areas and circumstances in which mobile food vendors may operate in Town, in particular at sports and other public events at the parks. Changing the bylaw will clarify the law and allow the Board degree of discretion in reviewing these options.

ARTICLE 60: AMEND GENERAL BY-LAW / STREET BANNERS

To see if the Town will vote to amend the General By-Laws Article 5, Sign By-Law as follows:

1. Amend Section 5.2 by adding to the end of the section the following: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Subsection 5.3.1 by inserting between the words "**Design Review Board."** And "The review of all sign permits applications" the words "Except for street banners governed, reviewed and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5,"

3. Insert a new Subsection 5.3.1.5 as follows:

   "5.3.1.5 Board of Selectmen. Street Banners, which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a community-wide public event open to the general public and/or an activity of general community interest and which are hosted by the Town or its departments, boards, agencies, or commissions or by non-profit groups or organizations, may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. Neither commercial advertising nor partisan political content shall be allowed to appear on the street banner. All street banners will be removed within two business days after the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The downtown is currently undergoing significant improvements to add to the attractiveness of the streetscape and amenities afforded residents. The merchants, businesses and restaurants in the area have asked the Town to seek ways to increase foot traffic in the commercial centers, including both the downtown and the Heights, in order to insure the continued economic vitality of and commercial mix in those areas. One of the amenities that stakeholders have proposed is the allowance of street banners to announce community-wide public events open to the general public and or activities of general community interest hosted by the Town or its departments, boards, agencies, or commissions or by non-profit groups or organizations (such as the Street Fair, Harvest Fair, Winter Arts Festival, and New Year's Needham). The Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, has endorsed this proposal as an economic development measure. The amendment defines street banners, restricts locations to those approved by the Board of Selectmen, ensures the temporary nature of such banners, and authorizes the Board of Selectmen to promulgate regulations to implement the program.

ARTICLE 61: ACCEPT GRANT OF ACCESS EASEMENT / 1242 SOUTH STREET

To see if the Town will vote to authorize the Selectmen to accept a grant of access easement by 1242 South Street LLC to the Town of Needham as shown on a plan entitled "1242 South Street, Definitive Subdivision Plan" on file with the Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: As a condition of approval of the 1242 South Street Subdivision, the Planning Board required that the Developer grant the Town a grant of access easement. The access easement allows for passage by foot or vehicle over the private way, consistent with the manner in which streets are customarily used. Town Meeting approval of such easements is required in order for them to be effective.

ARTICLE 62: ACCEPTANCE OF MASSACHUSETTS GENERAL LAW CHAPTER 44, SECTION 55C - AFFORDABLE HOUSING TRUST

To See if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C and to establish a Trust, to be known as the Needham Affordable Housing Trust Fund, whose purpose shall be to provide for the continued preservation and creation of affordable housing in the Town of Needham for the benefit of low and moderate-income households; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In 2005, the Commonwealth enacted legislation to authorize the creation of municipal affordable housing trust funds that simplified the process of establishing dedicated funds to support affordable housing activities. The Town has been receiving funds related to the monitoring of affordable housing units, which have been considered General Fund receipts. The housing trust would provide the means to reserve these funds for housing initiatives. Additional funds that may become available (such as by donation or through the CPA, for example) could also be used to capitalize the fund. Potential uses of the fund include support for project monitoring and marketing of rental units, community education and outreach, the hiring of consultants for technical input into rezoning and for fiscal impact analyses, small grant programs, and Housing Authority initiatives. The statute requires the establishment of a trust document and appointment of a board of directors by the Board of Selectmen.

ARTICLE 63: ACCEPTANCE OF SECTION 193 OF CHAPTER 218 OF THE ACTS OF 2016 - SPEED LIMITATIONS

To see if the Town will vote to accept the provisions of Section 193 of Chapter 218 of the Acts of 2016 relative to speed zones and speed limits; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: On November 7, 2016 new regulations concerning speed limits in the Commonwealth became effective. By adopting the provisions of this Act, the Town would be empowered to create "thickly settled" or "business district" speed limitations, reducing the statutory speed limit from

30 to 25 miles per hour on any or all Town ways in those areas. The Town may also establish safety zones around sensitive use areas. If adopted by Town Meeting, specific speed zone proposals would be reviewed and promulgated by the Board of Selectmen.

CITIZENS' PETITIONS

ARTICLE 64: FOOD TRUCK ARTICLE

To see if the Town will vote to amend its general bylaws by adding the following section:"

Section 1: Definitions

Food Truck – A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

2.1 Food trucks may be located in public right of way areas as designated by the article. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.

2.2 Authorize the following locations for Food Trucks
a: Needham center – on Great Plain Avenue adjacent to Greene's Field – parking meters #79 & 80 – the spots closest to the YMCA building
b: Second Avenue across the street from Charles River Landing
c: First Avenue across the street from 40 A Street
d: Cabot Place, once all constructions projects have been completed on the street

2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.

2.4 Food Trucks must be positioned at least 50 feet from the customer entrance of a traditional (brick and mortar) restaurant.

2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.

2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.

2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.

3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.

3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.

3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.

3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.

3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.

3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.

3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.

3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.

3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.

4.2 A fee in the amount of $250.00 annually for an up-to five day a week seasonal permit shall be paid upon issuance of the Food Truck Permit. Fee is regardless of the number of days per week licensed.

4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.

4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).

4.5 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.

4.6 A fee in the amount of $25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

INSERTED BY: Doug Fox et al.
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This citizens' petition article would enact a By-law providing for permitting and regulation of mobile food vendors in Needham. Currently, under a regulation adopted by the Board of Selectmen in 2013, food trucks may operate by seasonal permit in identified commercial areas which have limited, or no, available fixed location restaurant service. Currently approved locations for food trucks are in the Needham Crossing New England Business Center area. That list may be revised by the Selectmen after consultation with the Planning Board as business development continues. The Article text is substantially the same as the existing regulation, except that it:

- *removes the provision limiting food trucks to underserved areas, and reduces the required distance for a food truck from a restaurant from 200 to 50 feet;*
- *removes the regulation's seasonal and hours of operation limitations;*
- *replaces the discretionary siting process with a schedule of locations - those locations are substantially the same as currently allowed, with the exception of designating two metered spaces on Great Plain Avenue adjacent to Greene's Field as authorized locations;*
- *removes certain exceptions and discretionary waivers contained in the policy; and*
- *replaces the current fee structure ($1,000 annual seasonal, subject to prorating for less-than-five-day businesses) with fees of $250 per year or $25 per week.*

A similar article was presented to the 2016 Annual Town Meeting and referred to the Selectmen for study. That study has included a public hearing in October, input from boards and committees, businesses, potential vendors, community groups and interested residents, and the recommended proposal under Article 59 of this warrant to expand opportunities under the Hawkers and Peddlers By-law. The Selectmen have continued work on revisions to the existing regulation, particularly with respect to interest in mobile food service at sports and other public events at the parks. The view of the Selectmen with regard to some of the principal issues presented by the petition continues to be that:

- *the downtown area has a wide range of existing competitive food service options, and available privately owned space for more, while parking is short supply downtown during the most likely operating times for mobile vendors;*
- *the existing fee structure is appropriate and necessary to recover the Town's costs; and*
- *management and responsiveness to changing needs and conditions in this subject area can be more flexibly administered by means of regulation than by By-law.*

ARTICLE 65: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 14th day of February 2017.

MATTHEW D. BORRELLI, *Chairman*
MARIANNE B. COOLEY, *Vice Chairman*
DANIEL P. MATTHEWS, *Clerk*
JOHN A. BULIAN
MAURICE P. HANDEL

Selectmen of Needham

A true copy,
ATTEST _____ **2017**
Constable (month) (day)

Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2016

	Budget	*Date of Action*	*Amount*
1	Municipal Lighting Program	22-Jun-16	$151,200
2	Department of Public Works - Snow & Ice	22-Jun-16	$371,062
	Total Approved from General Reserve Fund		***$522,262***
	Total Approved from RTS Reserve Fund		***$0***
	Total Approved from Sewer Reserve Fund		***$0***
	Total Approved from Water Reserve Fund		***$0***

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GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
GENERAL GOVERNMENT		
Board of Selectmen/Town Manager		
Town Manager	Contract	Contract
Support Services Manager	K-22	$74,937 - $92,921
Department Assistant 2	I-13	$19.37 - $24.30/hour
Administrative Assistant	I-14	$21.05 - $26.40/hour
Assistant Town Manager/Dir. of Ops.	K-28	$118,172- $146,533
Administrative Coordinator - HR	G-15	$22.43 - $28.99/hour
Director of Human Resources	K-25	$96,554- $119,727
Asst. Dir. Of Human Resources	GE-20	$59,456 - $76,811
Town Clerk		
Town Clerk	Elected	$96,500
Assistant Town Clerk	GE-18	$49,316 - $63,746
Department Assistant 2	I-13	$19.37 - $24.30/hour
Department Specialist	I-14	$21.05 - $26.40/hour
Legal		
Town Counsel	Sch C	$75,140
FINANCE		
Assessors		
Director of Assessing	K-24	$89,348 - $110,792
Asst. Director of Assessing	GE-20	$59,456 - $76,811
Field Assessor	I-18	$26.06 - $32.69/hour
Department Specialist	I-14	$21.05 - $26.40/hour
Department Assistant 1	I-12	$17.68 - $22.18/hour
Finance Department		
Asst Town Manager/Dir. of Finance	K-28	$118,172- $146,533
Finance & Procurement Coordinator	GE-21	$63,765 - $82,388

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Parking Clerk	Sch C	$25.50/hour
Accounting		
Town Accountant	K-24	$89,348 - $110,792
Assistant Town Accountant	GE-20	$59,456 - $76,811
Administrative Specialist	I-15	$23.10 - $28.99/hour
Department Specialist	I-14	$21.05 - $26.40/hour
Payroll Coordinator	I-18	$26.06 - $32.69/hour

Information Technology Center		
Director, MIS	K-25	$96,554- $119,727
GIS/Database Administrator	IE-20	$61,249.50- $76,810.50
Computer Operator	I-15	$23.10 - $28.99/hour
Network Manager	IE-23	$75,270 - $94,438.50
Applications Administrator	IE-20	$61,249.50- $76,810.50
Technology Support Technician	I-19	$28.60 - $35.89/hour

Treasurer/Collector		
Treasurer/Collector	K-24	$89,348 - $110,792
Assistant Treasurer/Collector	GE-20	$59,456 - $76,811
Department Specialist	I-14	$21.05 - $26.40/hour
Department Assistant 2	I-13	$19.37 - $24.30/hour
Department Assistant 1	I-12	$17.68 - $22.18/hour

Finance Committee		
Finance Comm. Exec. Secretary	GE-19	$54,152 - $69,986

PUBLIC SAFETY

Police Department		
Police Chief	Contract	Contract
Lieutenant	P-3	$108,000 - $120,379
Sergeant	P-2	$22.56 - $37.62/hour
Police Officer	P-1	$22.56 - $30.59/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Animal Control Officer	GU-16	$22.33 - $28.86/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour
Police Maintenance Assistant	GU-15	$21.03 - $27.18/hour
Administrative Assistant	I-14	$21.05 - $26.40/hour
Department Assistant 2	I-13	$19.37 - $24.30/hour
Public Safety Dispatcher	GU-15	$21.03 - $27.18/hour

Fire Department		
Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	$43.86 - $46.10/hour
Deputy Fire Chief	F-4	$34.97 - $39.93/hour
Fire Captain	F-3	$33.24- $34.90/hour
Fire Lieutenant	F-2	$28.19 - $32.11/hour
Firefighter	F-1	$20.23 - $27.11/hour
Super. Fire Alarm	FA-2	$26.24 - $33.53/hour
Director of Administrative Services	IE-20	$61,249.50 - $76,810.50
Administrative Assistant	I-14	$21.05 - $26.40/hour
Public Safety Dispatch Super.	GU-19	$26.03 - $33.64/hour
Public Safety Dispatcher	GU-15	$21.03 - $27.18/hour

Building		
Building Commissioner	K-24	$89,348 - $110,792
Assistant Building Commissioner	GE-21	$63,765 - $82,388
Inspector of Plumbing and Gas	G-19	$27.77 - $35.89/hour
Inspector of Wires	G-19	$27.77 - $35.89/hour
Local Building Inspector	G-20	$30.49 - $39.39/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour
Department Assistant 2	I-13	$19.37 - $24.30/hour

PUBLIC WORKS

Administration		
Director of Public Works	K-28	$118,172- $146,533
Assistant Director of Public Works	K-26	$103,760 - $128,662

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Supervisor of Administration, DPW	K-22	$74,937 - $92,921
Senior Admin. Coordinator	I-17	$25.26 - $31.69/hour
Department Specialist	I-14	$21.05 - $26.40/hour
Department Assistant 2	I-13	$19.37 - $24.30/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour
Administrative Analyst	GE-18	$49,316 - $63,746
Engineering Division		
Town Engineer	K-26	$103,760 - $128,662
Assistant Town Engineer	GE-22	$68,250 - $88,199
Contract Administrator	GE-21	$63,765 - $82,388
Civil Engineer	GE-19	$54,152 - $69,986
Survey Party Chief	GU-18	$23.71 - $30.64/hour
Senior AutoCad Technicain	GU-19	$26.03 - $33.64/hour
AutoCad Technician	GU-16	$22.33 - $28.86/hour
Engineering Aide	GU-15	$21.03 - $27.18/hour
Garage Division		
Fleet Supervisor	K-22	$74,937 - $92,921
Master Mechanic	W-7	$27.41 - $32.55/hour
Equipment Mechanic	W-5	$23.18 - $27.74/hour
Highway Division		
Division Super. Highway	K-24	$89,348 - $110,792
Assistant Superintendent - Highway	GE-20	$59,456 - $76,811
Public Works Specialist 2	W-5	$23.18 - $27.74/hour
Public Works Technician	W-5	$23.18 - $27.74/hour
Working Foreman	W-6	$25.01 - $29.96/hour
Laborer 2	W-2	$18.96 - $22.83/hour
HMEO	W-4	$21.60 - $25.95/hour
Craftsworker	BT-2	$23.35 - $28.09/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Park & Forestry Division		
Division Super. Parks	K-24	$89,348 - $110,792
Assistant Superintendent - Parks	GE-20	$59,456 - $76,811
Working Foreman	W-6	$25.01 - $29.96/hour
Tree Climber	W-4	$21.60 - $25.95/hour
Craftsworker	BT-2	$23.35 - $28.09/hour
HMEO	W-4	$21.60 - $25.95/hour
Laborer 3	W-3	$20.31 - $24.33/hour
Laborer 2	W-2	$18.96 - $22.83/hour

Recycling & Transfer Station		
Division Super. Solid Waste	K-24	$89,348 - $110,792
Assistant Superintendent - RTS	GE-20	$59,456 - $76,811
Working Foreman	W-6	$25.01 - $29.96/hour
Public Works Specialist 1	W-4	$21.60 - $25.95/hour
HMEO	W-4	$21.60 - $25.95/hour
Laborer 2	W-2	$18.96 - $22.83/hour

Water Division		
Division Super. Water & Sewer	K-24	$89,348 - $110,792
Water Treatment Facility Manager	GE-21	$63,765 - $82,388
Pumping Station Operator	W-5	$23.18 - $27.74/hour
Public Works Inspector	W-6	$25.01 - $29.96/hour
Working Foreman	W-6	$25.01 - $29.96/hour
Public Works Technician	W-5	$23.18 - $27.74/hour
HMEO	W-4	$21.60 - $25.95/hour
Craftsworker	BT-2	$23.35 - $28.09/hour
Laborer 3	W-3	$20.31 - $24.33/hour
Laborer 2	W-2	$18.96 - $22.83/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Sewer Division		
Assistant Superintendent - Sewer & Water	GE-20	$59,456 - $76,811
HMEO	W-4	$21.60 - $25.95/hour
Pumping Station Operator	W-5	$23.18 - $27.74/hour
Chief Pumping Station Operator	W-7	$27.41 - $32.55/hour
Public Works Inspector	W-6	$25.01 - $29.96/hour
Working Foreman	W-6	$25.01 - $29.96/hour
Craftsworker	BT-2	$23.35 - $28.09/hour

PUBLIC FACILITIES

Department of Public Facilities		
Director of Facilities Operations	K-26	$103,760- $128,662
Director of Design and Construction	K-26	$103,760- $128,662
Senior Project Manager	K-23	$82,143 - $101,857
Project Manager	K-22	$74,937 - $92,921
Facility Operations Shift Supervisor	GE-20	$59,456 - $76,811
Department Specialist	I-14	$21.05 - $26.40/hour
Administrative Analyst	GE-18	$49,316 - $63,746
Department Assistant 2	I-13	$19.37 - $24.30/hour
Senior Custodian 1	BC-2	$21.72 - $25.96/hour
Senior Custodian 2	BC-3	$22.79 - $27.25/hour
Custodian	BC-1	$18.94 - $22.63/hour
Warehouse Person	BT-1	$21.26 - $25.56/hour
HVAC Technician	BT-4	$29.24 - $35.20/hour
Carpenter	BT-3	$25.65 - $30.87/hour
Craftsworker	BT-2	$23.35 - $28.09/hour
Plumber	BT-3	$25.65 - $30.87/hour
Electrician	BT-3	$25.65 - $30.87/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
HEALTH AND HUMAN SERVICES		
Division of Public Health		
Director of Health and Human Services	K-25	$96,554 - $119,727
Assistant Director of Public Health	GE-22	$68,250 - $88,199
Environmental Health Agent	I-20	$31.415- $39.39/hour
Public Health Nurse	IE-20	$61,249.50 - $76,810.50
Program Coordinator	G-16	$23.82 - $30.78/hour
Sr. Program Coordinator	G-20	$30.49 - $39.39/hour
Administrative Coordinator	I-15	$23.10 - $28.99/hour
Department Assistant 2	I-13	$19.37 - $24.30/hour
Division of Aging Services		
Director of Aging Services	K-24	$89,348 - $110,792
Assistant Director of Aging Services	GE-20	$59,456 - $76,811
Social Worker 2	IE-19	$55,770 - $69,985.50
Program Coordinator	G-16	$23.82 - $30.78/hour
Division of Youth Services		
Director of Youth Services	K-23	$82,143 - $101,857
Social Worker 2	IE-19	$55,770 - $69,985.50
Administrative Assistant	I-14	$21.05 - $26.40/hour
PLANNING & COMMUNITY DEVELOPMENT		
Planning		
Director of Planning & Comm. Develop	K-25	$96,554 - $119,727
Assistant Town Planner	GE-19	$54,152 - $69,986
Director of Economic Development	K-22	$74,937 - $92,921
Administrative Assistant	I-14	$21.05 - $26.40/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 28, 2017
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
Community Development		
Director of Conservation	K-22	$74,937- $92,921
Administrative Specialist	I-15	$23.10 - $28.99/hour
Conservation Specialist	I-17	$25.26 - $31.69/hour

CULTURE AND LEISURE SERVICES

Library

Director of Public Library	K-24	$89,348 - $110,792
Assistant Director of Public Library	GE-21	$63,765 - $82,388
Reference Supervisor	GE-19	$54,152 - $69,986
Children's Supervisor	GE-19	$54,152 - $69,986
Technology Specilalist/Archivist	GE-19	$54,152 - $69,986
Tech. Services Supervisor	GE-19	$54,152 - $69,986
Reference Librarian/AV Specialist	GE-18	$49,316 - $63,746
Reference Librarian/Program Specialist	GE-18	$49,316 - $63,746
Circulation Supervisor	GE-17	$47,814 - $61,796
Assistant Children's Librarian	G-15	$22.43 - $28.99/hour
Assistant Cataloger	G-14	$20.44 - $26.40/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour
Library Assistant PT	G-13	$18.82 - $24.30/hour
Library Assistant FT	G-13	$18.82 - $24.30/hour

Park & Recreation

Director of Park and Recreation	K-24	$89,348 - $110,792
Assistant Director	GE-20	$59,456 - $76,811
Recreation Supervisor	I-16	$24.53 - $30.78/hour
Administrative Specialist	I-15	$23.10 - $28.99/hour

NEEDHAM PUBLIC SCHOOLS

OPERATING BUDGET CLASSIFICATION

	Budgeted FY 2014 Funded FTE	Budgeted FY 2014 Salary * Minimum	Budgeted FY 2014 Salary * Maximum	Budgeted FY 2015 Funded FTE	Budgeted FY 2015 Salary * Minimum	Budgeted FY 2015 Salary * Maximum	Budgeted FY 2016 Funded FTE	Budgeted FY 2016 Salary * Minimum	Budgeted FY 2016 Salary * Maximum	Budgeted FY 2017 Funded FTE	Budgeted FY2017 Salary * Minimum	Budgeted FY2017 Salary * Maximum
Superintendent	1.00	191,617		1.00	198,324		1.00	207,249		1.00	216,575	
Central Administrators	4.00	134,890	147,528	4.00	134,000	153,429	4.00	139,000	167,000	4.00	144,000	167,000
High School Principal	1.00	142,865		1.00	148,437		1.00	153,000	168,000	1.00	146,000	168,000
Middle School Principals	2.00	123,524	127,371	2.00	127,500	128,156	2.00	130,000	144,000	2.00	130,000	144,000
Elementary Principals	5.00	114,080	136,496	5.00	120,664	141,956	5.00	126,000	137,000	5.00	124,500	132,000
High School Assistant Principals	3.00	85,640	120,134	3.00	89,065	124,939	3.00	91,514	128,375	3.00	92,887	130,300
Middle School Assistant Principals	2.00	79,857	113,718	2.40	84,266	119,998	2.40	86,584	123,298	2.40	87,883	125,147
Elementary Assistant Principals	1.50	73,149	107,364	3.00	76,075	111,658	3.00	78,168	114,729	3.00	79,340	116,450
K-12 Directors	7.00	72,552	115,308	7.00	77,439	122,646	7.00	79,569	126,019	7.00	80,762	130,520
Directors of Special Education	3.00	81,804	122,573	3.50	77,931	124,037	3.50	80,074	127,448	2.50	81,275	130,520
Special Education 6-8 Curriculum Coordinators	6.67	73,418	109,982	3.97	78,313	115,857	5.47	80,466	119,043	10.97	81,673	120,828
Assistant Athletic Director **				0.50	104,000		0.50	108,160		0.50	112,486	
Department Chairs K-8 Literacy Coordinators	7.00	73,418	108,616	5.90	78,313	118,753	8.30	80,466	122,019	5.00	83,715	123,849
Teachers Guidance Counselors Psychologists	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	475.69	47,764	100,797
Nurses	8.45	44,621	93,520	8.56	46,294	97,027	8.56	47,058	99,307	10.06	47,764	100,797
Instructional Assistants	103.08	$15.71976/hr	$31.30930/hr	99.15	$15.79836/hr	$31.36164/hr	104.59	$15.87735/hr	$32.8199/hr	104.75	$16.03613/hr	$33.14810/hr
Permanent Substitutes	2.29	$14.87/hr		2.29	$15.17/hr		2.29	$15.47/hr		3.29	$15.70/hr	
Network Administrator Engineer	1.00	98,180		1.50	67,000	102,107	1.50	69,680	110,439	2.00	69,680	110,439
Information Technology Database Administrators	2.00	75,312	86,878	2.50	53,000	90,353	3.00	53,000	119,600	4.00	53,000	119,600
Instructional Technology Operations Manager				1.00	72,500		1.00	NA	NA	-	NA	NA
Computer Technicians	7.00	$23.6965/hr	$29.9664/hr	8.00	$24.1704/hr	$31.0213/hr	7.00	$24.8472/hr	$31.8898/hr	6.50	$25.5429/hr	$32.7828/hr
School Office Assistants	12.36	$14.3892/hr	$18.9384/hr	12.54	$14.6770/hr	$19.5104/hr	12.54	$15.0879/hr	$20.0567/hr	12.17	$15.5104/hr	$20.6182/hr
Mail Carrier Production Center Operator	1.00	$17.6876/hr	$23.2884/hr	1.00	$18.0414/hr	$23.9917/hr	1.00	$18.5465/hr	$24.6634/hr	1.00	$19.0658/hr	$25.3540/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll C	33.64	$17.6876/hr	$28.2471/hr	33.04	$18.0414/hr	$29.1001/hr	32.7	$18.5465/hr	$29.9149/hr	34.29	$19.0658/hr	$30.7525/hr
Director of Planning & Community Education **	0.10	103,750		0.10	107,900		0.10	107,900	116,705	0.20	107,900	116,705
Volunteer Coordinator **	0.09	56,598		0.09	58,862		0.09	56,598	61,215	0.09	56,598	61,215
Executive/Administrative Secretaries **	5.00	$32.1099/hr	$42.0516/hr	5.00	57,710	82,580	5.00	57,710	89,319	3.97	57,710	89,319
Bus/Van Drivers	5.86	$15.11/hr	$16.78/hr	5.86	$15.49/hr	$17.20/hr	6.57	$15.49/hr	$24.67/hr	6.57	$16.27/hr	$24.67/hr
Bus/Van Monitors	0.71	$13.11/hr	$14.55/hr	1.14	$13.44/hr	$14.91/hr	1.29	$13.44/hr	$15.67/hr	1.29	$14.12/hr	$15.67/hr
Human Resources Specialist **	1.00	51,356		1.00	$29.23/hr		1.00	58,000	60,320	0.98	58,000	60,320
Lead Payroll Supervisor **				1.00	61,360		1.00	61,360	66,367	0.97	61,360	66,367
Lead Accountant **	0.20	62,213		0.20	65,634		0.20	65,634	73,052	0.98	65,634	73,052
Budget Analyst/ Asst. Director Finance	1.00	71,120		2.00	65,520	75,032	2.00	65,520	83,512	2.00	75,032	94,000
Total	665.91			695.20			705.97			718.16		
							-			-		

* All salares expressed in full-time equivalent terms

** Partially Funded in Operating Budget

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DEBT APPENDIX A

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Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
Title V Loans	01-May-97	$85,894	01-Aug-19	see note	$5,662.92	$5,391.28	$5,119.64	$4,853.91				
MWPAT 98-92	06-May-98	$364,979	01-Aug-19	see note	$32,701.87	$31,149.37	$29,874.01	$28,566.79				
Public Services Administration Building Series I	27-Oct-08	$4,000,000	01-Aug-26	3.16%	$319,125.00	$312,525.00	$306,225.00	$299,325.00	$292,125.00	$284,625.00	$1,223,212.50	
Public Services Administration Building Series II	27-Oct-08	$1,000,000	01-Dec-24	3.07%	$84,062.50	$82,356.25	$80,487.50	$78,537.50	$86,437.50	$84,093.75	$236,812.50	
Town Hall Project Series I	18-May-09	$2,500,000	01-Apr-17	2.24%	$307,500.00							
Town Hall Series III	18-May-09	$385,000	01-Aug-26	2.63%	$31,781.26	$31,281.26	$30,781.26	$30,250.01	$29,656.26	$29,031.26	$134,484.42	
Parking Lot Improvements	05-May-08	$100,000	01-Aug-16	2.00%	$20,200.00							
Kendrick Street Bridge Repair	12-May-10	$750,000	01-Aug-21	2.21%	$84,187.50	$82,687.50	$81,187.50	$79,593.75	$77,812.50	$75,937.50		
Public Services Administration Bldg.	27-Oct-08	$100,000	15-Jul-22	3.69%	$12,450.00	$12,150.00	$11,800.00	$11,400.00	$11,000.00	$10,600.00	$10,200.00	
Property Acquisition 59 Lincoln Street & 89 School Street	14-May-12	$52,500	15-Jul-32	2.93%	$4,300.00	$4,210.00	$4,105.00	$3,985.00	$3,865.00	$3,745.00	$15,235.00	$12,977.50
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	$306,500	15-Jul-17	2.72%	$71,350.00	$10,150.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	$600,000	15-Jul-17	2.82%	$125,400.00	$121,800.00						
Fire Engine	11-May-11	$400,000	15-Jul-16	2.72%	$101,500.00							
Public Services Administration Bldg.	27-Oct-08	$20,000	01-Nov-16	2.95%	$5,075.00							

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
Senior Center Series I	07-Nov-11	$1,000,000	01-Nov-32	3.38%	$77,256.26	$75,506.26	$73,506.26	$71,506.26	$69,756.26	$68,256.26	$318,781.30	$310,484.41
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	$1,005,000	01-Nov-32	3.39%	$78,000.00	$76,250.00	$74,250.00	$72,250.00	$70,500.00	$69,000.00	$322,500.00	$333,500.00
Property Acquisition - 37-39 Lincoln Street	16-May-12	$605,000	01-Nov-32	3.39%	$46,800.00	$45,750.00	$44,550.00	$43,350.00	$42,300.00	$41,400.00	$193,500.00	$200,100.00
Property Acquisition - 51 Lincoln Street	13-Nov-12	$950,000	01-Nov-32	3.39%	$76,325.00	$74,575.00	$72,575.00	$70,575.00	$68,825.00	$67,325.00	$295,325.00	$300,150.02
Street & Traffic Light Improvements	19-May-08	$25,000	01-Nov-17	3.34%	$5,275.00	$5,100.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	$120,000	15-Jul-16	3.13%	$40,600.00							
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	$350,000	15-Jul-16	3.13%	$116,725.00							
Senior Center Series II	07-Nov-11	$5,050,000	15-Jul-33	3.54%	$406,225.00	$398,575.00	$390,925.00	$383,275.00	$374,350.00	$365,425.00	$1,688,812.50	$1,987,812.50
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	$129,000	15-May-18	2.00%	$31,200.00	$30,600.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	$150,000	15-May-18	2.00%	$36,400.00	$35,700.00						
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	$117,500	15-May-18	2.00%	$31,100.00	$25,500.00						
Property Acquisition - 37-39 Lincoln Street	16-May-12	$25,000	15-May-18	2.00%	$5,200.00	$5,100.00						
Property Acquisition - 51 Lincoln Street	13-Nov-12	$150,000	15-May-18	2.00%	$36,400.00	$35,700.00						
Public Works Infrastructure Program	13-May-13	$100,000	15-May-18	2.00%	$26,000.00	$25,500.00						

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE **2017**	DEBT SERVICE **2018**	DEBT SERVICE **2019**	DEBT SERVICE **2020**	DEBT SERVICE **2021**	DEBT SERVICE **2022**	DEBT SERVICE **2023 - 2027**	DEBT SERVICE **After 2027**
Public Works Infrastructure Program	07-May-12	$210,000	15-May-18	2.00%	$52,000.00	$51,000.00						
DPW Garage Bays	13-May-13	$800,000	15-May-24	2.09%	$93,200.00	$91,600.00	$90,000.00	$88,400.00	$86,800.00	$85,200.00	$165,600.00	
Senior Center Series III	07-Nov-11	$1,050,500	15-May-34	2.83%	$79,300.00	$78,200.00	$77,100.00	$76,000.00	$74,900.00	$73,800.00	$336,225.00	$397,725.00
Public Works Infrastructure Program	07-May-12	$190,000	15-Nov-18	3.67%	$52,012.50	$50,350.00	$48,450.00					
Public Works Infrastructure Program	13-May-13	$500,000	15-Nov-18	3.60%	$136,875.00	$132,500.00	$127,500.00					
Property Acquisition - 66 - 70 Chestnut Street	04-Nov-13	$1,330,000	15-Nov-33	3.35%	$113,400.00	$110,950.00	$108,150.00	$105,350.00	$102,550.00	$99,750.00	$456,750.00	$541,275.00
Public Works Infrastructure Program	12-May-14	$580,000	15-Nov-18	3.67%	$158,775.00	$153,700.00	$147,900.00					
Central Ave & Elliot Street Bridge Design	14-May-14	$250,000	15-Nov-18	3.67%	$68,437.50	$66,250.00	$63,750.00					
Pollard School Roof Replacement	10-Nov-10	$725,000	15-Jul-22	3.67%	$92,375.00	$90,125.00	$82,600.00	$79,800.00	$77,000.00	$74,200.00	$71,400.00	
Pollard School Boiler Replacement	13-May-13	$565,000	15-Jul-21	3.22%	$82,250.00	$80,150.00	$78,050.00	$75,950.00	$73,500.00	$71,050.00		
Pollard School Boiler Replacement	13-May-13	$95,000	15-May-18	2.00%	$25,900.00	$20,400.00						
GENERAL FUND DEBT SERVICE WITHIN THE LEVY					$3,173,327.31	$2,452,781.92	$2,028,886.17	$1,602,968.22	$1,541,377.52	$1,503,438.77	$5,468,838.22	$4,084,024.43

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
High Rock School Design	01-Nov-06	$480,000	01-Dec-26	3.91%	$27,625.00	$26,625.00	$25,593.75					
High Rock & Pollard School Projects	16-May-07	$1,120,000	01-Dec-26	3.91%	$66,300.00	$63,900.00	$61,425.00					
High School Series IIA	12-May-03	$9,000,000	01-Dec-24	3.89%	$585,650.00	$564,450.00	$542,587.50					
High School Series IIB	07-Feb-05	$2,000,000	01-Dec-26	3.91%	$116,025.00	$111,825.00	$107,493.75					
High Rock & Pollard School Projects Series III	16-May-07	$5,000,000	01-Aug-27	4.69%	$293,487.50	$282,556.25	$270,962.50					
High School Series III	07-Feb-05	$3,850,000	01-Jun-28	3.42%	$283,450.00	$275,450.00	$267,450.00	$259,450.00	$253,450.00	$247,200.00	$1,132,250.00	$109,200.00
High Rock & Pollard School Projects Series IV	16-May-07	$10,500,000	01-Aug-28	3.35%	$787,862.50	$772,600.00	$758,031.25	$742,075.00	$720,500.00	$703,312.50	$3,231,937.50	$1,144,000.00
Newman School Extraordinary Repairs Series I	02-Nov-09	$1,000,000	01-Dec-19	2.62%	$110,000.00	$107,375.00	$104,500.00	$101,500.00				
Newman School Extraordinary Repairs Series III	02-Nov-09	$5,000,000	01-Oct-28	3.35%	$395,300.00	$389,700.00	$383,750.00	$373,600.00	$359,600.00	$348,925.00	$1,616,700.00	$539,475.00
Broadmeadow School	01-May-00	$8,400,000	01-Nov-23	3.00%	$857,150.00	$828,300.00	$801,325.00	$771,225.00	$741,425.00	$708,700.00	$1,320,600.00	
Library Project	07-May-03	$6,510,000	01-Dec-19	3.00%	$902,000.00	$870,550.00	$830,475.00	$796,775.00				
Newman School Extraordinary Repairs Series IV	02-Nov-09	$9,000,000	15-Jul-32	2.82%	$675,800.00	$662,240.00	$646,420.00	$628,340.00	$610,260.00	$592,180.00	$2,722,540.00	$2,895,460.00
Newman School Extraordinary Repairs Series V	02-Nov-09	$2,200,000	01-Nov-32	3.39%	$171,600.00	$167,750.00	$163,350.00	$158,950.00	$155,100.00	$151,800.00	$709,500.00	$733,700.00
Eliot School	01-May-00	$2,562,000	15-Nov-24	3.94%	$359,405.00	$346,840.00	$314,400.00	$304,400.00	$294,400.00	$284,400.00	$779,100.00	

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
High School Series 1	12-May-03	$4,775,000	15-Nov-25	3.97%	$712,625.00	$674,300.00	$653,700.00	$589,000.00	$560,400.00	$542,000.00	$1,965,000.00	
High Rock School Design	01-Nov-06	$187,770	01-Aug-26	4.00%	$8,868.18	$7,340.00	$7,340.00	$31,840.00	$30,840.00	$29,840.00	$118,630.00	
High Rock & Pollard School Projects	16-May-07	$429,470	01-Aug-26	4.00%	$18,527.43	$16,860.00	$16,860.00	$75,660.00	$68,360.00	$66,160.00	$275,970.00	
High School Series IIA	12-May-03	$2,991,900	01-Aug-24	4.00%	$125,529.75	$117,600.00	$117,600.00	$602,700.00	$582,900.00	$558,200.00	$1,547,400.00	
High School Series IIB	07-Feb-05	$782,850	01-Aug-26	4.00%	$33,598.38	$30,740.00	$30,740.00	$128,740.00	$124,740.00	$115,840.00	$520,730.00	
High Rock & Pollard School Projects Series III	16-May-07	$2,253,010	01-Aug-27	4.00%	$116,451.28	$87,660.00	$87,660.00	$342,460.00	$327,160.00	$312,060.00	$1,360,670.00	$234,600.00
EXCLUDED FROM LEVY LIMIT DEBT SERVICE					$6,647,255.02	$6,404,661.25	$6,191,663.75	$5,906,715.00	$4,829,135.00	$4,660,617.50	$17,301,027.50	$5,656,435.00
Town Hall Series II	18-May-09	$3,500,000	01-Oct-28	3.36%	$276,012.50	$272,112.50	$267,968.75	$260,900.00	$251,150.00	$243,715.63	$1,129,487.55	$394,634.38
Town Hall Series III	18-May-09	$1,225,000	01-Aug-26	2.63%	$101,700.00	$100,100.00	$98,500.00	$96,800.00	$94,900.00	$92,900.00	$430,350.00	
Town Hall Series IV	18-May-09	$970,000	15-Jul-30	2.80%	$78,600.00	$76,950.00	$75,025.00	$72,825.00	$70,625.00	$68,425.00	$314,075.00	$209,437.50
COMMUNITY PRESERVATION FUND DEBT SERVICE					$456,312.50	$449,162.50	$441,493.75	$430,525.00	$416,675.00	$405,040.63	$1,873,912.55	$604,071.88
Soil Remediation	13-Nov-12	$140,000	01-Nov-17	3.31%	$26,375.00	$25,500.00						
Construction Equipment	06-May-13	$210,000	15-May-17	2.00%	$71,400.00							
RTS ENTERPRISE FUND DEBT SERVICE					$97,775.00	$25,500.00						

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
MWPAT 97-13	28-Oct-96	$67,700	01-Aug-18	(see note	$6,288.05	$6,106.89	$6,150.00					
MWPAT 97-33	28-Oct-96	$180,300	01-Aug-18	(see note	$16,720.92	$16,208.29	$16,195.00					
MWPAT 97-63	05-May-97	$1,019,778	01-Aug-18	(see note	$94,916.69	$91,683.46	$91,840.00					
MWPAT 98-10	05-May-97	$130,200	01-Aug-18	(see note	$12,114.16	$11,683.18	$11,685.00					
Sewer Rehabilitation - Rte 128	07-Nov-05	$2,000,000	15-Nov-22	4.35%	$102,500.00							
Sewer Pump Station GPA	11-May-05	$500,000	01-Jun-19	3.17%	$56,000.00	$54,000.00	$52,000.00					
Sewer Rehabilitation - Rte 128	07-Nov-05	$320,000	01-Aug-28	3.39%	$21,937.50	$21,525.00	$21,131.25	$20,700.00	$20,250.00	$19,781.25	$91,143.75	$46,700.00
Sewer Pump Station GPA	19-May-08	$550,000	01-Aug-28	3.36%	$42,050.00	$41,225.00	$40,437.50	$39,575.00	$33,750.00	$32,968.75	$151,906.25	$77,900.00
Sewer Rehabilitation - Rte 128	07-Nov-05	$145,000	01-Dec-19	2.59%	$16,350.00	$15,956.25	$15,525.00	$10,150.00				
Sewer System Rehabilitation I/I MWRA	16-May-07	$220,990	15-Feb-17		$44,198.00							
Sewer Pump Station Design Reservoir B	04-May-09	$90,000	15-Jul-17	2.79%	$15,675.00	$15,225.00						
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	$6,034,290	15-Jan-33	2.15%	$374,005.59	$374,065.92	$374,128.59	$374,191.96	$374,256.32	$374,322.93	$1,872,660.13	$2,249,700.92
Sewer - West Street Force Main	01-May-98	$568,400	01-May-19	3.98%	$67,632.50	$70,232.50	$67,600.00					
Sewer - West Street Pumping Station	01-May-98	$1,252,300	01-May-19	3.98%	$151,669.00	$149,269.00	$147,680.00					

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2017	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023 - 2027	DEBT SERVICE After 2027
Sewer Rehabilitation - Rte 128	07-Nov-05	$500,000	15-Nov-22	4.00%	$20,000.00	$118,000.00	$109,100.00	$105,300.00	$77,000.00	$74,200.00	$71,400.00	
Sewer Pump Station Reservoir B - MWPAT CW-11-11A	07-Nov-11	$78,491	15-Jan-18	2.15%	$40,873.49	$40,519.84						
SEWER ENTERPRISE FUND DEBT SERVICE					$1,082,930.90	$1,025,700.33	$953,472.34	$549,916.96	$505,256.32	$501,272.93	$2,187,110.13	$2,374,300.92
Water System Rehabilitation - Rte 128	15-May-06	$1,500,000	15-Nov-22	4.32%	$102,500.00							
Water System Rehabilitation - Rte 128	15-May-06	$212,000	01-Jun-19	3.16%	$22,400.00	$21,600.00	$20,800.00					
Water Storage Tank Rehabilitation	19-May-08	$655,000	01-Jun-19	3.16%	$72,800.00	$70,200.00	$67,600.00					
Water Service Connections	01-May-06	$55,000	01-Aug-19	2.51%	$5,487.50	$5,350.00	$5,218.75	$5,075.00				
Water System Rehabilitation - Rte 128	15-May-06	$100,000	01-Aug-28	3.41%	$7,312.50	$7,175.00	$7,043.75	$6,900.00	$6,750.00	$6,593.75	$30,381.25	$15,700.00
Water Distribution System	18-May-09	$400,000	01-Dec-24	3.02%	$31,687.50	$31,031.25	$30,312.50	$29,562.50	$28,812.50	$28,031.25	$78,937.50	
MWPAT Water DWS-08-24	19-May-08	$765,335	15-Jul-30	2.00%	$49,347.11	$49,289.34	$49,229.64	$49,168.68	$49,106.10	$49,043.56	$244,221.68	$194,098.61
St Mary's Pump Station	13-May-13	$1,995,000	15-May-34	2.85%	$146,775.00	$144,775.00	$142,775.00	$140,775.00	$138,775.00	$136,775.00	$650,875.00	$789,225.00
Water Treatment Facility	20-May-96	$1,710,000	01-May-19	3.98%	$202,593.00	$201,393.00	$204,360.00					
Water Treatment Facility	17-Nov-97	$1,994,300	01-May-19	3.98%	$236,610.50	$239,210.50	$240,760.00					
Water Main Improvements	19-May-08	$400,000	15-Nov-20	3.95%	$53,400.00	$52,000.00	$50,400.00	$48,800.00	$47,200.00	$45,600.00	$127,200.00	

Town of Needham - Debt Service Appendix A

ISSUED LONG TERM DEBT

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE **2017**	DEBT SERVICE **2018**	DEBT SERVICE **2019**	DEBT SERVICE **2020**	DEBT SERVICE **2021**	DEBT SERVICE **2022**	DEBT SERVICE **2023 - 2027**	DEBT SERVICE **After 2027**
St Mary's Pump Station	13-May-13	$1,700,000	15-Nov-33	3.36%	$145,500.00	$142,350.00	$138,750.00	$135,150.00	$131,550.00	$127,950.00	$585,750.00	$684,125.00
Water System Rehabilitation - Rte 128	15-May-06	$638,000	15-Nov-22	4.00%	$25,520.00	$116,660.00	$114,900.00	$111,100.00	$131,800.00	$127,000.00	$117,300.00	
WATER ENTERPRISE FUND DEBT SERVICE					$1,101,933.11	$1,081,034.09	$1,072,149.64	$526,531.18	$533,993.60	$520,993.56	$1,834,665.43	$1,683,148.61
TOTAL					$12,559,533.84	$11,438,840.09	$10,687,665.65	$9,016,656.36	$7,826,437.44	$7,591,363.39	$28,665,553.83	$14,401,980.84

Note: Massachusetts Water Pollution Abatement Trust MWPAT loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

* Rate reflects the average rate over the life of the loan.

DEBT APPENDIX B

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Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open General Fund Projects				
Central Avenue/Elliot Street Bridge Design	May-14	39	$900,000	$610,000
Public Works Infrastructure Program	May-15	42	$1,000,000	$250,000
Central Avenue/Elliot Street Bridge Construction	May-15	43	$2,000,000	$1,000,000
High School Cafeteria Expansion	Nov-15	11	$2,100,000	$380,000
Property Acquisition	May-16	7	$762,500	$32,500
Public Works Infrastructure Program	May-16	44	$500,000	$500,000
TOTAL				$2,772,500
Proposed General Fund Projects for the 2017 ATM				
Rosemary Recreation Complex	Pending			$3,000,000
Public Works Infrastructure Program	Pending			$500,000
Fuel Island Relocation	Pending			$1,320,000
High School Expansion	Pending			TBD
Memorial Park Building	Pending			TBD
TOTAL				$4,820,000
Open CPA Fund Projects				
NONE				
TOTAL				$0
Proposed CPA Fund Projects for the 2017 ATM				
Rosemary Recreation Complex	Pending			$12,000,000
TOTAL				$12,000,000

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open RTS Enterprise Fund Projects				
Recycling Transfer Station Soil Remediation	Nov-12	16	$400,000	$116,000
Specialty Equipment	May-16	46	$269,000	$64,000
TOTAL				$180,000
Proposed RTS Enterprise Fund Projects for the 2017 ATM				
NONE				
TOTAL				$0
Open Sewer Enterprise Fund Projects				
Sewer System Rehabilitation I/I Work	May-07	45	$1,806,800	$59,159
Sewer Pump Station Reservoir B	Nov-11	15	$6,300,000	$170,000
TOTAL				$229,159
Proposed Sewer Enterprise Fund Projects for the 2017 ATM				
Wastewater System Rehabilitation	Pending			$600,000
TOTAL				$600,000
Open Water Enterprise Fund Projects				
Water Main Improvements	May-08	47	$1,900,000	$74,869
St. Mary's Pump Station	May-13	47	$5,565,100	$200,000
Water System Rehabilitation Program	May-15	47	$635,000	$325,000
TOTAL				$599,869

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Proposed Water Enterprise Fund Projects for the 2017 ATM				
Water Service Connections				$1,000,000
Water Distribution System Improvements				$1,300,000
TOTAL				$2,300,000
Open General Fund Projects Funded by Debt Exclusion				
New Elementary School Central Avenue	Oct-16	2	$57,542,500	$57,542,500
SUB TOTAL				$57,542,500
Proposed General Fund Projects for the 2017 ATM to be Funded by Debt Exclusion				
NONE				
TOTAL				$0

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TOWN OF NEEDHAM

SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 8, 2017

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE EIGHTH DAY OF MAY, 2017

At 7:30 in the afternoon, then and there to act upon the following articles:

FINANCE ARTICLES

ARTICLE 1: APPLICATION OF BOND PREMIUM

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: *A recent change in State law changes the manner in which cities and towns treat premiums received on the sale of bonds and notes. A bond premium is a bond that is sold above its par value – a bond trades at a premium when it offers a coupon interest rate that is higher than prevailing interest rates. A practice of underwriters when bidding on government and corporate debt is to market bonds with a specific interest rate that is usually greater than prevailing interest rates so that investors will pay more for the bond. When a bond is sold at a premium, the effective interest rate or True Interest Cost (TIC) paid by the Town is lower than the stated interest rate on the bonds, because some of the interest paid by the Town in the future is effectively returning money to the underwriter that it paid up-front.*

Under the prior law, any bond premium received from the sale of bonds or notes that was not used to pay issuance costs, and was not related to excluded debt, was credited to the General Fund. Premiums received on excluded debt, net of issuance costs, were reserved as a funding source to pay the excluded interest expense in future years, ensuring that the amount raised on property tax reflected the true interest cost. The change allows for any bond premium received at the time of the sale of the bonds or notes (less any issuance costs) to be used to reduce the

amount to be borrowed, or reserved for future use for a similar capital project. If the premium is used to reduce the amount borrowed, the borrowing authorization is reduced by that amount.

All the borrowing authorization requests before this Annual Town Meeting and in the future will include language necessary to comply with this new requirement. Passage of this Article will allow the Town to apply the same procedure to all of the open borrowing authorizations approved by Town Meeting prior to the passage of the Act.

GENERAL ARTICLES

ARTICLE 2: APPROVE TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement pursuant to Massachusetts General Laws Chapter 40, Section 59, between NBCUniversal Media, LLC, and the Town of Needham for property in Needham Crossing located on a portion of Parcel 74 on the Town of Needham Assessor's Map No. 300, as shown on a Plan entitled "NBCUniveral Media Economic Opportunity Area," dated March 22, 2017 and prepared by the Town of Needham Engineering Division, with a street address of 189 B Street and which comprises approximately 7.81 acres, which TIF Plan and Agreement provide for real estate tax exemptions over a ten (10) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan and TIF Agreement are all on file at the office of the Town Clerk;

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the NBCUniversal Media Economic Opportunity Area, TIF Zone, and TIF Plan; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: *This article would authorize the Town of Needham to enter into a tax increment financing (TIF) Agreement with NBCUniversal Media LLC (NBCU), a leading national media, news and entertainment company, for a major development in the Needham Crossing business center.*

Tax increment financing is a mechanism to encourage economic development by exempting a portion of the increased real estate tax that would otherwise apply to the redeveloped property,

for a limited period of time. A majority vote of Town Meeting is required for approval of TIF agreements negotiated by the Town.

The Board of Selectmen has adopted a set of criteria for evaluation of TIF proposals. Those include, for example, that the project is of a size, scope, and industry that will expedite the redevelopment of the business center, that the proposal creates synergy to attract other high technology firms to locate in Needham, and that it will contribute to overall improvement of the business environment in the area. Town Meeting has previously approved one TIF agreement – for TripAdvisor in 2012.

The NBCU project is expected to dramatically add to the taxable value of the property. In consideration of that investment, using a constant dollar (FY2017) basis, the agreement would exempt approximately $2 million in incremental real estate tax revenue over a ten year period. Most of that exemption is granted in the early years of the agreement. During the first four years, 70% of the increased valuation would be exempted, 5% in the fifth year, and 1% for the remaining five years. Even with the exemptions, the Town's net real estate tax revenue would increase. During the ten year period, the Town would receive the existing base revenue of $3.6 million, as well as more than $5 million in incremental revenue.

In addition to real estate tax benefits, the company has committed to investing $52 million in personal property in the first year, and maintaining not less than $16 million per year for the term of the Agreement. Business personal property is subject to the property tax and is not exempted by the TIF. At current rates, the first year investment would result in $1.2 million in additional revenue.

NBCU is a major participant in its industry. It develops, produces, and markets entertainment and information on a large scale to a global audience. This project, together with the presence of existing media businesses and development, has the potential to establish Needham Crossing as a major New England media hub, and to attract additional digital content producers, high-tech companies, and support businesses. The NBCU development is expected to have a substantial impact on the local economy, as well as meal and hotel excise receipts.

The Board of Selectmen has voted unanimously to approve the TIF Agreement with NBCU, determining that the location of the company in Needham Crossing and the N^2 Corridor will help the Town achieve its long-term development goals. If the proposal is approved by Town Meeting, the parties to the Agreement will seek the approval of the Massachusetts Economic Assistance Coordinating Council at its quarterly meeting in June.

Copies of the agreements and related information are available at www.needhamma.gov/townmeeting.

CAPITAL ARTICLES

ARTICLE 3: APPROPRIATE FOR RENTAL OF OFFICE SPACE

To see if the Town will vote to raise and/or transfer and appropriate $136,500 for the rental of office space, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will support a short-term lease of office space for the Public Health Division. Respiratory health effects that may be associated with the Public Health Division's office suite have resulted in the relocation of three full-time employees and one part-time employee from the Town Hall in the past 30 months. All employees are still working for the Town of Needham, but are now working in borrowed space at the Center at the Heights and at the Needham Public Library. In accordance with physicians' instructions, these employees are not allowed to enter Town Hall. This situation renders coordination with co-workers a serious challenge and presents a significant barrier to effective collaboration and supervision. The funding would support a 15-month lease of office space (and accompanying costs to inhabit that office space) for the Public Health Division to consolidate most staff members in one location. Not all staff members would be consolidated in the leased office space due to both cost and programmatic constraints. The plan for permanent office space location is the second floor of the Rosemary Recreation Complex Building proposed under Article 33 of the Annual Town Meeting Warrant.

ARTICLE 4: APPROPRIATE FOR TOWN HALL STAIR MODIFICATION

To see if the Town will vote to raise and/or transfer and appropriate $200,000 for modification and repair of Town Hall staircases, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: A series of trip and fall accidents triggered an evaluation of the stairways in the new section of the Town Hall. Under the State Building Code, the riser height of all stairways must be consistent throughout the flight of stairs with a deviation of not more than 3/8 of an inch. The staircases exceed that tolerance and will be modified with new treads milled to the exact tolerances necessary to ensure compliance. The cause of the deviation may be variations in the setting beds and/or inconsistent thicknesses of tread stone. Measures to prevent

accidents – including the installation of additional lighting and safety striping – have already been implemented.

ARTICLE 5: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
RTS Soil Remediation	2012 October STM	16	$400,000	$116,000
Total				**$116,000**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

RESERVE ARTICLES

ARTICLE 6: APPROPRIATE FOR WORKERS COMPENSATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of prior years and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in medical expenses and other costs over the past decade,

and the resolution of several long-standing cases, the fund balance is less than recommended. The target balance for the fund is $1,500,000. The balance in the fund as of March, 2017 is $971,376.

ARTICLE 7: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate $376,990 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020, and the Town is considering the reconstruction and/or replacement of the Memorial Park Building. The balance in the fund as of March, 2017 was $2,656,214.

ARTICLE 8: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate $505,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $275,000 be transferred from Overlay Surplus and that $230,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization

fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March, 2017 was $1,320,155.

ARTICLE 9: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins.

This approach includes the appropriation of recurring revenue. The benefit of dedicating recurring revenue to the fund is that is it allows the Town to repurpose the funds at some point in the future to other appropriations, including the operating budget. The Town's revenue growth has been greater than average over recent years, but this level of growth is not expected to continue. Future demands especially in education (full-day kindergarten) and public safety (police and emergency medical services) will put pressure on the operating budget. Neither initiative is ready for funding in FY2018, but both are anticipated to be added in the next few years. By appropriating recurring funds today for a "non-recurring purpose" (the special

stabilization fund), the Town will have access to the recurring revenue to meet true recurring needs at a future Town Meeting. In those years, the warrant will include an allocation of the recurring revenue to the operating budget rather than to the DSSF. The balance in the fund as of March, 2017 was $935,468.

GENERAL ARTICLES

ARTICLE 10: ACCEPT MASSACHUSETTS GENERAL LAW CHAPTER 138, SECTION 33B/SALE OF ALCOHOL ON SUNDAY FOR ON-PREMISES LICENSEES

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 138, Section 33B to authorize on-premises licensees to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May and on Christmas Day or on the day following when said day occurs on Sunday; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Adoption of Section 33B of Massachusetts General Law Chapter 138, Section 33B would authorize the Board of Selectmen, as the local licensing authority, to expand on-premises licenses to include the sale of alcohol at 10:00 a.m. on Sundays (and on Memorial Day and Christmas Day). The opportunity for expanded hours on Sundays is proposed in an effort to support existing and future restaurants, and continues the Town's efforts to ensure the vitality of the various business districts.

CITIZENS' PETITIONS

ARTICLE 11: VETERINARY USES IN THE MIXED USE-128 DISTRICT

Seeking to Amend Section 3.2.6 **Uses in the Mixed Use-128 District**, Section 3.2.6.2 **Uses Permitted by Special Permit**, subsection (h) so that it reads:

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training sitting, and/or boarding of animals.

By deleting the words "convalescent stays but not" and inserting "and/or animal care facility" after the words "treatment facility" and inserting the words "care, training sitting and/or" between the words "including" and "boarding".

INSERTED BY: Anne Marie Doyle, et. al.

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This petition seeks to change the Town's Zoning By-law to expand allowed animal boarding uses in the Mixed Use-128 District. Zoning provisions adopted by Town Meeting in 2001 allow veterinary offices and/or treatment facilities by special permit in the Mixed Use-128 District, but limit stays to convalescent stays only – expressly disallowing the boarding of animals. This has served to effectively prohibit veterinary uses, as such offices commonly provide boarding as a service to their clients. Given the "convalescent stays" limitation, business models offering not only sitting, training, and care, but also boarding cannot be located in the Mixed Use-128 District.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 12th day of April, 2017.

MARIANNE B. COOLEY, Chairman
DANIEL P. MATTHEWS, Vice Chairman
JOHN A. BULIAN, Clerk
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

FISCAL YEAR 2017
(July 1, 2016 – June 30, 2017)

TOWN CLERK'S RECORDS

OF THE

STATE PRIMARY
Thursday, September 8, 2016

SPECIAL MINUTEMAN ELECTION
Tuesday, September 20, 2016

SPECIAL TOWN MEETING
Wednesday, October 5, 2016

STATE ELECTION
Tuesday, November 8, 2016

ANNUAL TOWN ELECTION
Tuesday, April 11, 2017

ANNUAL TOWN MEETING
Monday, May 1, 2017

SPECIAL TOWN MEETING
Monday, May 8, 2017

FISCAL YEAR 2017
(July 1, 2016 – June 30, 2017)

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ANNUAL TOWN MEETING
Monday, May 1, 2017

SPECIAL TOWN MEETING
Monday, May 8, 2017

WARRANT ARTICLE INDEX

		Page
State Primary – Thursday, September 8, 2016		1
Special Minuteman Election - Tuesday, September 20, 2016		6

Article	Description	Page
	SPECIAL TOWN MEETING – Wednesday, October 5, 2016	
1.	Approve Collective Bargaining Agreement – Needham Fire Union	9
2.	Appropriate for Hillside School Construction	9
3.	Appropriate for Hillside School Outside Play Areas	10
	Amend Zoning By-Law – Height Limitation Exceptions	11
5.	Amend Zoning By-Law – Definition of Basement	13
6.	Amend The FY2017 Operating Budget	8/13
7.	Amend The FY2017 RTS Enterprise Fund Budget	8/13
8.	Appropriate For NPDES MS4 Permit Development	13
9.	Appropriate For Eliot School Traffic Safety Improvements	14
10.	Acceptance Of Easement/1001 – 1015 Central Avenue Subdivision	15
11.	Grant Of Easement – Greendale Avenue	15
12.	Amend General By-Law – Notification	15
13.	Citizens' Petition – Amend Zoning By-Law	16
State Election – Tuesday, November 8, 2016		17
1. Annual Town Election – Tuesday, April 11, 2017		20
	ANNUAL TOWN MEETING – Monday, May 1, 2017	
Article	**Description**	**Page**
2.	Committee and Officer Reports	38
	HUMAN RESOURCES ARTICLES	
3.	Establish Elected Officials' Salaries	39
4.	Fund Collective Bargaining Agreement – Needham Independent Public Employee Association / DPW	40
	FINANCE ARTICLES	
5.	Accept Chapter 73, Section 4 of the Acts of 1986	26
6.	Appropriate for Needham Property Tax Assistance Program	26
7.	Appropriate for Senior Corps	26
8.	Appropriate for Matching Funds N2 Innovation District	40
9.	Appropriate for Environmental Assessment of Needham Lands	40
10	Appropriate for Classification and Compensation Study Services	27
11.	Appropriate for Town-Owned Land Surveys	41
12.	Appropriate for Fleet Refurbishment	41
13.	Appropriate for Public Facilities Maintenance Program	27/41
14.	Appropriate for Full-Day Kindergarten Space Study	41
15.	Appropriate the FY2018 Operating Budget	42

WARRANT ARTICLE INDEX (Continued)

Article	Description	Page
	FINANCE ARTICLES	
16.	Appropriate the FY2018 RTS Enterprise Fund Budget	27/46
17.	Appropriate the FY2018 Sewer Enterprise Fund Budget	29/46
18.	Appropriate the FY2018 Water Enterprise Fund Budget	31/46
19.	Amend General By-Law – Establish Revolving Funds	46
20.	Authorize Departmental Revolving Funds	53
21.	Authorize Massachusetts General Law Chapter 71, Section 71E / School Adult Education and Continuing Education Programs	83
22.	Authorization to Expand State Funds for Public Ways	33/83
	ZONING / LAND USE ARTICLES	
23.	Amend Zoning By-Law – Dimensional Regulations for Residential Districts (Technical Formatting Amendment)	55/83
24.	Amend Zoning By-Law – Side Yard Setback Requirement in the Single Residence B And General Residence Districts for Nonconforming Lots	70/83
25.	Amend Zoning By-Law – Height Requirements in Residential Districts	71/83
26.	Amend Zoning By-Law – Floor Area Ratio Requirement in the Single Residence B District	72/83
27.	Amend Zoning By-Law – Definitions and Side Yard Setback Requirement In the Single Residence B and General Residence Districts	74/83
28.	Amend Zoning By-Law – Garage Setback Requirement in the Single Residence B And General Residence Districts	77/83
29.	Amend Zoning By-Law – Lot Coverage Requirement in the Single Residence B and General Residence Districts	79/83
30.	Amend Zoning By-Law – Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts	81/83
31.	Amend Zoning By-Law – Moratorium on Recreational Marijuana Establishments And Recreational Marijuana Retailers	83
	ROSEMARY POOL ARTICLES	
32.	Authorization for Eminent Domain – Rosemary Property	96/102
33.	Appropriate for CPA Project – Rosemary Recreation Complex	97/103
	COMMUNITY PRESERVATION ACT ARTICLES	
34.	Appropriate for Cricket Field Renovation	100/103
35.	Appropriate for New Elementary School Walking Trails	101/103
36.	Appropriate for Needham Accessible Reservoir Trail	101/103
37.	Appropriate to Community Preservation Fund	101/103
	CAPITAL ARTICLES	
38.	Appropriate for General Fund Cash Capital	103
39.	Appropriate for Public Works Infrastructure Program	106
40.	Appropriate for Public Safety Complex / Station #2 Design	108
41.	Appropriate for Pollard School Bathroom Upgrades	108

WARRANT ARTICLE INDEX (Continued)

CAPITAL ARTICLES

42.	Appropriate for High School Chiller Replacement Design	33
43.	Appropriate for High School Expansion Design	109
44.	Appropriate for Fuel Island Relocation and Upgrade	110
45.	Appropriate for DPW Storage Facility Feasibility	111
46.	Appropriate for Memorial Park Improvements Design	111
47.	Appropriate for RTS Enterprise Fund Cash Capital	33/112
48.	Appropriate for Wastewater System Rehabilitation	112
49.	Appropriate for Water Enterprise Fund Cash Capital	34/113
50.	Appropriate for Water Service Connections	35/113
51.	Appropriate for Water Distribution System Improvements	36/113

TOWN RESERVE ARTICLES

52.	Appropriate for Workers Compensation Fund	113
53.	Appropriate to Athletic Facility Improvement Fund	113
54.	Appropriate to Capital Improvement Fund	36/114
55.	Appropriate to Capital Facility Fund	114
56.	Appropriate to Debt Service Stabilization Fund	114

GENERAL ARTICLES

57.	Amend General Bly-Law / Denial, Revocation, Suspension or Nonrenewal Of Licenses or Permits	37/115
58.	Amend General By-Law / Future School Needs Committee	115
59.	Amend General By-Law / Hawkers & Peddlers	116
60.	Amend General By-Law / Street Banners	116
61.	Accept Grant of Access Easement / 1242 South Street	37/117
62.	Acceptance of Massachusetts General Law Chapter 44, Section 55C – Affordable Housing Trust	117
63.	Acceptance of Section 193 of Chapter 218 of the Acts of 2016 – Speed Limitations	117

CITIZENS' PETITIONS

64.	Food Truck Article	118
65.	Omnibus	121

SPECIAL TOWN MEETING – Monday, May 8, 2017

Article	Description	Page
1.	Application of Bond Premium	90
2.	Approve Tax Increment Financing Plan and TIF Agreement	91
3.	Appropriate for Rental of Office Space	93
4.	Appropriate for Town Hall Stair Modification	93
5.	Rescind Debt Authorization	91/93
6.	Appropriate for Workers Compensation Fund	93
7.	Appropriate to Athletic Facility Improvement Fund	94
8.	Appropriate to Capital Facility Fund	91
9.	Appropriate to Debt Service Stabilization Fund	94
10.	Accept Massachusetts General Law Chapter 138, Section 33B/Sale of Alcohol On Sunday for On-Premises Licenses	95
11.	Veterinary Uses In The Mixed Use-128 District	95

RECORD OF THE STATE PRIMARY
Thursday, September 8, 2016

Pursuant to a Warrant issued by the Selectmen August 6, 2016 the Inhabitants of the Town of Needham qualified to vote n elections met at the polling places designated for the several recincts in said Needham on Thursday, the ninth day of eptember in the year 2016 at seven o'clock in the forenoon for ne purpose of nominating State and Country officers. The polls emained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the recincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty nd with the zero report printed. The boxes were then locked and ne keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance f their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - The Center at the Heights
Precinct B - The Center at the Heights
Precinct C - Newman School – Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Broadmeadow School Performance Center
Precinct F - Needham High School – Gymnasium B
Precinct G - Needham High School – Gymnasium B
Precinct H - Broadmeadow School Performance Center
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon nd were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as equired by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	2	3	8	14	8
9:00 A.M.	3	5	8	17	8
10:00 A.M	22	13	14	20	9
11:00 A.M.	25	17	18	22	11
12:00 NOON	36	18	26	25	14
1:00 P.M.	40	43	31	27	20
2:00 P.M.	45	50	37	33	21
3:00 P.M.	50	57	41	42	29
4:00 P.M.	62	69	45	47	29
5:00 P.M.	68	76	54	55	36
6:00 P.M.	79	83	59		39
7:00 P.M.	85	88	69	75	50
8:00 P.M.	90	93	79	85	58

PRECINCTS	F	G	H	I	J
7:00 A.M.	4	0	0	0	0
8:00 A.M.	13	3	24	5	1
9:00 A.M.	16	16	28	14	32
10:00 A.M.	22	18	30	33	35
11:00 A.M.	28	21	38	37	46
12:00 NOON	33	30	44	39	51
1:00 P.M.	36	36	50	44	54
2:00 P.M.	36	43	59	49	55
3:00 P.M.	39	47	61	50	58
4:00 P.M.	40	50	69	59	67
5:00 P.M.	45	56	74	70	72
6:00 P.M.	58	65	84	79	81
7:00 P.M.	68	79	99	85	92
8:00 P.M	71	82	107	90	105

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:45 P.M., September 6, 2012.

The total number of votes cast was as follows:

	Democrat	Republican	Green-Rainbow	United Independent	Total
Precinct A	69	21	0	0	90
Precinct B	71	27	0	0	98
Precinct C	56	22	0	1	79
Precinct D	70	14	0	2	86
Precinct E	48	9	0	1	58
Precinct F	60	11	0	0	71
Precinct G	71	13	0	0	84
Precinct H	84	24	0	0	108
Precinct I	76	14	0	0	90
Precinct J	92	15	1	0	108
TOTAL	**697**	**170**	**1**	**4**	**872**

(The absentee ballots are included in the Total Vote)
TOTAL VOTE CAST – 872
(4.05% of 20,547 Registered Voters or 4.24% of 21,483 including 936 inactive voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
DEMOCRATIC PARTY											
Total # of Votes Cast	**69**	**71**	**56**	**70**	**48**	**60**	**71**	**84**	**76**	**92**	**697**
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
Joseph P. Kennedy, III	65	65	52	64	47	57	67	77	72	87	653
Scattered Write-Ins	0	0	0	2	0	2	2	1	1	0	8
Blanks	4	6	4	4	1	1	2	6	3	5	36
COUNCILLOR (Second District) (Vote for One)											
Robert L. Jubinville	56	57	43	48	38	41	52	64	57	75	531
Scattered Write-Ins	0	0	0	2	0	0	2	1	1	0	6
Blanks	13	14	13	20	10	19	17	19	18	17	160
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for O ne) (Precincts A,B,C,I, and J)											
Kristopher K. Aleksov	55	45	40	X	X	X	X	X	60	75	275
Scattered Write-Ins	0	4	0	X	X	X	X	X	0	0	4
Blanks	14	22	16	X	X	X	X	X	16	17	85
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D, E, F, G, and H)											
Michael F. Rush	X	X	X	55	35	45	55	67	X	X	257
Scattered Write-Ins	X	X	X	1	0	0	0	1	X	X	2
Blanks	X	X	X	14	13	15	16	16	X	X	74
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
Denise C. Garlick	66	62	55	62	48	58	70	80	72	83	656
Scattered Write-Ins	0	3	0	2	0	0	0	1	0	0	6
Blanks	3	6	1	6	0	2	1	3	4	9	35
SHERIFF (Norfolk County) (Vote for One)											
Michael G. Bellotti	59	55	45	61	37	41	53	70	66	77	564
Scattered Write-Ins	0	0	0	1	0	0	0	1	0	2	4
Blanks	10	16	11	8	11	19	18	13	10	13	129
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
Francis W. O'Brien	55	53	44	54	38	36	51	60	59	77	527
Joseph P. Shea	38	47	36	43	33	35	42	47	50	70	441
Scattered Write-Ins	0	0	1	0	0	0	0	0	0	0	1
Blanks	45	42	31	43	25	49	49	61	43	37	425

	A	B	C	D	E	F	G	H	I	J	TOTAL
REPUBLICAN PARTY											
Total # of Votes Cast	**21**	**27**	**22**	**14**	**9**	**11**	**13**	**24**	**14**	**15**	**170**
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
David A. Rosa	19	24	20	12	8	10	10	21	11	15	150
Scattered Write-Ins	0	0	0	0	0	1	0	0	0	0	1
Blanks	2	3	2	2	1	0	3	3	3	0	19
COUNCILLOR (Second District) (Vote for One)											
Brad Williams	20	19	19	13	7	9	11	22	12	14	146
Scattered Write-Ins	0	0	0	0	0	1	0	0	0	1	2
Blanks	1	8	3	1	2	1	2	2	2	0	22
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for O ne) (Precincts A,B,C,I, and J)											
Richard J. Ross	20	24	21	X	X	X	X	X	13	15	93
Scattered Write-Ins	0	0	0	X	X	X	X	X	0	0	0
Blanks	1	3	1	X	X	X	X	X	1	0	6
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D, E, F, G, and H)											
No Nomination	X	X	X	0	0	0	0	0	X	X	0
Scattered Write-Ins	X	X	X	4	1	2	6	3	X	X	16
Blanks	X	X	X	10	8	9	7	21	X	X	55
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	1	4	4	3	0	0	4	4	3	4	27
Blanks	20	23	18	11	9	11	9	20	11	11	143
SHERIFF (Norfolk County) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	3	2	4	2	0	1	4	2	3	1	22
Blanks	18	25	18	12	9	10	9	22	11	14	148
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	2	1	4	3	0	2	6	2	3	2	25
Blanks	40	53	40	25	18	20	20	46	25	28	315

	A	B	C	D	E	F	G	H	I	J	TOTAL
GREEN-RAINBOW PARTY											
Total # of Votes Cast	0	0	0	0	0	0	0	0	0	1	1
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	0	0	0	0	0	0	0	0	0	0
COUNCILLOR (Second District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	0	0	0	0	0	0	0	0	0	0
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
No Nomination	0	0	0	X	X	X	X	X	0	0	0
Scattered Write-Ins	0	0	0	X	X	X	X	X	0	1	1
Blanks	0	0	0	X	X	X	X	X	0	0	0
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
No Nomination	X	X	X	0	0	0	0	0	X	X	0
Scattered Write-Ins	X	X	X	0	0	0	0	0	X	X	0
Blanks	X	X	X	0	0	0	0	0	X	X	0
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	0	0	0	0	0	0	0	0	0	0
SHERIFF (Norfolk County) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	1	1
Blanks	0	0	0	0	0	0	0	0	0	0	0
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	2	2
Blanks	0	0	0	0	0	2	2	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	TOTAL
UNITED INDEPENDENT PARTY											
Total # of Votes Cast	**0**	**0**	**1**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**4**
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	1	0	0	0	0	0	0	0	1
Blanks	0	0	0	2	1	0	0	0	0	0	3
COUNCILLOR (Second District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	1	0	0	0	0	0	0	0	1
Blanks	0	0	0	2	1	0	0	0	0	0	3
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
No Nomination	0	0	0	X	X	X	X	X	0	0	0
Scattered Write-Ins	0	0	1	X	X	X	X	X	0	0	1
Blanks	0	0	0	X	X	X	X	X	0	0	0
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
No Nomination	X	X	X	0	0	0	0	0	X	X	0
Scattered Write-Ins	X	X	X	0	0	0	0	0	X	X	0
Blanks	X	X	X	2	1	0	0	0	X	X	3
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	1	2	1	0	0	0	0	0	4
Blanks	0	0	0	0	0	0	0	0	0	0	0
SHERIFF (Norfolk County) (Vote for One)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	1	0	0	0	0	0	0	0	1
Blanks	0	0	0	2	1	0	0	0	0	0	3
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
No Nomination	0	0	0	0	0	0	0	0	0	0	0
No Nomination	0	0	0	0	0	0	0	0	0	0	0
Scattered Write-Ins	0	0	2	0	0	0	0	0	0	0	2
Blanks	0	0	0	4	2	0	0	0	0	0	6

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:35 P.M., September 8, 2016.

Theodora K. Eaton, MMC
own Clerk

A true Copy
ATTEST:

RECORD OF THE SPECIAL MINUTEMAN ELECTION
Tuesday, September 20, 2016

Pursuant to a Warrant issued by the Minuteman Regional Vocational Technical School District August 1, 2016 the Inhabitants of the Town of Needham qualified to vote in elections met at The Center at the Heights, 300 Hillside Avenue, in said Needham on Tuesday, the twentieth day of September in the year 2016 at 12 Noon for the purpose of voting on whether or not to approve the vote of the Regional District School Committee of the Minuteman Regional Vocational Technical School District taken on June 27, 2016, to authorize the borrowing of $144,922,478 to pay costs of constructing a new district school. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens at the Center at the Heights read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling place had been designated as follows:

The Center at the Heights, 300 Hillside Avenue

The polls were opened at 12 Noon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

The ballot box returns in the Precincts were as follows:

The Center at the Heights

Voting List by:	Street Names A – L	Street Names M - Z	ALL
12:00 NOON	0	0	0
1:00 P.M.	130	110	240
2:00 P.M.	276	175	451
3:00 P.M.	364	305	669
4:00 P.M.	498	412	910
5:00 P.M.	666	550	1216
6:00 P.M.	793	625	1418
7:00 P.M.	980	760	1740
8:00 P.M.	1147	861	2008

The Town Clerk upon receipt of the returns from the Center at the Heights single polling location forthwith canvassed the same and announced the official results at 8:36 P.M., September 20, 2016.

The total number of votes cast was as follows:
(Includes 128 absentee ballots received by 8:00 P.M. on Election Day)

Voting List by Street Name:

Street Name: A – L	1147
Street Name: M – Z	861
TOTAL	**2,008**

TOTAL VOTE CAST For the Special Minuteman Election – 2,008
(9.7% of Registered Voters)

The result of the balloting was as follows:

	Voting List by Street Name: A – L	Voting List by Street Name: M – Z	TOTAL
Total # of Votes Cast	1147	861	2008
	QUESTION #1		
Yes	1051	793	1844
No	96	68	164
Blankss	0	0	0

The ballots casts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrance to the polling place and at the ballot boxes and copy of the clerks record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 8:36 P.M., September 20, 2016.

Theodora K. Eaton
Town Clerk

A true copy
ATTEST:

RECORD OF SPECIAL TOWN MEETING
Wednesday, October 5, 2016

Pursuant to a Warrant issued by the Selectmen August 16, 2016 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Wednesday, October 5, 2016, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 199 voters, including 197 Town Meeting Members, were checked on the list as being present and 54 absent.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. Town Meeting Members were requested to rise and join the Boy Scouts of America, Needham Troop 13 (James Murphy, Scoutmaster, Sam Wiesman, Senior Patrol Leader, Evan Anderson, Ethan Cattanach, Stephen DeMaio, and Tyler Smith) in honoring our country by saluting the flag and reciting the Pledge of Allegiance. Special thanks given to Sarah Bassett MacKay, Committee Chair, for arranging the Scouts' presentation tonight and our Town Meeting Member Marjorie Margolis.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator stated that Town Meeting Members may only sit in the first eleven rows as indicated by the Marshalls and as signified by the pylons. He further noted that there are two microphones which must be used for comments from the floor. Tonight these microphones are being provided to you by Ryan Coen.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

2. Anyone entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons are permitted in the hall, except by law enforcement personnel.

5. No hats may be worn in the hall other than by uniformed personnel or for religious or medical reasons.

6. Members and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bonds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. coverage or cameras shall be dealt with swiftly by the chair and will be deemed to be out of order and addressed swiftly and definitively by the chair.

15. The Moderator seeks unanimous consent to adopt the following rules of practice concerning debate:

Committee Chairpersons, Proponents of Articles including Citizen Petitioners, Attorneys representing proponents: **(15 Minutes inclusive per article)**

Town Meeting Members, non-Town Meeting Members, visitors other than attorneys: **(5 Minutes all-inclusive per article)**

Rules Concerning Budget Articles

In keeping with our tradition, I also seek your unanimous consent for a rule of procedure and debate for discussion under Article 6, Amendments to the Fiscal Year 2017 Operating Budget. That rule would provide that a motion to amend under this article which adds funds to a particular line item will not be in order unless the movant identifies another line item or items that will be reduced in order to fund the proposed increase.

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

The following announcements were presented by the Moderator:

Needham Steps up annual event to be held on Wednesday, November 2, 2016 at the new Trip Advisor headquarters.

The second announcement is an invitation to the League of Needham Women Voters upcoming programs.

The Moderator announced that the proponents no longer have an interest in Articles 11and 13 and requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 11 and 13.

The Moderator announced that articles 3, 8, and 9 are subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 6 and 7. The Moderator then called the above-mentioned article by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 6: AMEND THE FY2017 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 Operating Budget adopted under Article 12 of the 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	$13,197,691	$13,220,510
4	Needham Electric, Light & Gas Program	$3,414,290	$3,462,195
9	Reserve Fund	$1,541,875	$1,454,376
20	Minuteman Assessment	$762,686	$766,061
23B	Public Works Expenses	$1,542,389	1,662,389
25A	HHS Salaries & Wages	$1,235,205	$1,296,510

Or take any other action relative thereto.

Article Information: Line item changes are proposed to correct the amount needed to be appropriated for the FY2017 Minuteman School Assessment, to fund an unanticipated project, to implement a deferred service improvement in the Health Department, and to recognize the final methodology for payments related to the solar array. The approved fiscal year 2017 budget included a Minuteman Assessment of $762,686 rather than the required assessment of $766,061 through a transcription error. The increase in the appropriation is $3,375. This past summer, the Town was notified that an old fence along the High School property line behind the tennis courts was constructed on private property. The plan to remove the fence and to install a concrete wall to stabilize the slope between Town property and the residential properties on Webster Street is estimated at $120,000. As noted in the Finance Committee's letter to Town Meeting in the 2016 Annual Town Meeting Warrant, evaluation of the creation of a new Environmental Health Agent position and associated employee benefits costs has continued along with a review of the organizational structure of the department. The evaluation and review are complete and the position has been proposed for funding in the amount of $61,305 in the Health and Human Service salary line and $22,819 in the Group Health Insurance, Employee Benefits, Assessments, & Administrative Costs line. Finally, the amount of electricity that the solar array is producing is more than the budget plan assumed. The Town pays SolarCity to generate power, which is provided to Eversource, who pays the Town for the power added to the grid. The Town pays approximately $0.09 per KHW and receives on average approximately $0.17 per KWH. The payment to the Town is deposited in the General Fund. So, while the Town is receiving more in revenue than it is expending for solar generation, the accounting of the transactions requires an increase in the appropriation for electricity in the Needham Electric Light & Gas Program line in the amount of $47,905 to pay SolarCity.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2017 Operating Budget adopted under Article 12 of the 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	$13,197,691	$13,220,510
4	Needham Electric, Light & Gas Program	$3,414,290	$3,462,195
9	Reserve Fund	$1,541,875	$1,454,376
20	Minuteman Assessment	$762,686	$766,061
23B	Public Works Expenses	$1,542,389	1,662,389
25A	HHS Salaries & Wages	$1,235,205	$1,296,510

ACTION: So voted by unanimous consent.

ARTICLE 7: AMEND THE FY2017 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2017 RTS Enterprise Fund Budget adopted under Article 13 of the May 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,200,969	$1,278,969

said sum to be raised from RTS Enterprise Fund Receipts; or take any other action relative thereto.

Article Information: This article would amend the FY2017 RTS Enterprise Fund Budget. The article seeks to appropriate an additional $78,000 to the expense line of the operating budget. At the time that the enterprise budget was developed, the recycling market was much more favorable than it is now. The materials for recycling were generating extra revenue, or were a low cost to remove. The market has changed and the removal of product for recycling has turned from a revenue producer to an expense. Customers accepting commodities for recycling are charging to take the product, as there has been a break in demand. The cost is two-fold, first is the fee the Town pays the vendors to take the product, and the second is the cost to transport the product to the vendors. This is especially true for single stream and comingled materials. Presently, the market still provides revenue for the Town for certain metals and clean paper/cardboard materials. The compost operation remains steady and revenue producing.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2017 RTS Enterprise Fund Budget adopted under Article 13 of the May 2016 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,200,969	$1,278,969

said sum to be raised from RTS Enterprise Fund Receipts.

ACTION: So voted by unanimous consent.

The Moderator then proceeded with the remaining articles in the warrant.

ARTICLE 1: APPROVE COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017.

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that this article seeks approval of the new three-year Fire Union contract

Mr. Richard J. Lunetta, member, addressed this proposal on behalf of the Finance Committee. The Finance Committee unanimously approves Article 1.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 2: APPROPRIATE FOR HILLSIDE SCHOOL CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor's Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor's Map 108, including the payment of costs incidental or related thereto (the "Project"); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee. To meet said appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, M.G.L. Chapter 70B, or any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty four point seventy two percent (34.72%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; or take any other action relative thereto.

Article Information: The purpose of this article is to seek funding for the construction of the new Hillside Elementary School. The total budget for the Hillside School project is $66,000,000, of which $8,457,500 has already been appropriated by Town Meeting for feasibility design ($695,000) and land acquisition ($7,762,500). The balance remaining, $57,542,500, is the amount needed to complete construction of the school. This amount must be appropriated in order for the project to move forward in the Massachusetts School Building Authority's (MSBA) school building process.

The method of funding for this project will be a Proposition 2½ Debt Exclusion Override, scheduled for November 8, 2016. As such, final approval of this project is contingent both upon successful Special Town Meeting appropriation and voter approval of the debt exclusion ballot question.

Although the appropriation needed for construction is $57,542,500, the MSBA will share in the total cost of this project. The MSBA Board of Directors has approved an estimated maximum total facilities grant of between $13,066,791 and $14,014,874 for the school. The final amount that Needham

receives will be based on a review and audit of the final project costs and may be an amount less than $13,066,791. The maximum total facilities grant is based on an anticipated MSBA reimbursement rate of 34.72%, which is applied only to eligible project costs.

Residential tax bills will increase only by the Town's share of the actual cost of the project. The Town will not borrow the full amount unless it is necessary.

Although the scheduled opening date of the new school is September, 2020, the Permanent Public Building Committee (PPBC) is currently considering an accelerated schedule, which would allow the building to open one year earlier than planned – in September 2019 – in an effort to save on cost escalation factors for construction. The anticipated savings are in the $1.25 to $1.5 million range. The PPBC will have a clearer understanding of the schedule and potential savings as the design development process gets underway this fall. If the accelerated schedule becomes a reality and the project budget is reduced, the amount borrowed and ultimately spent will be reduced accordingly.

An Emergency Preamble is requested as part of this warrant article, to permit use of the funds immediately following final Town Meeting vote. The purpose of the preamble is to allow development of the project design on the aforementioned accelerated schedule, which could lead to significant potential budget savings.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $57,542,500, for architectural design, engineering, and construction of the Hillside School to be located at or about 585 Central Avenue and shown as Lot 3 on the Needham Assessor's Map, numbered 310 and Lots 5,6,7,9,10, 11 and 27 on the Needham Assessor's Map 108, including the payment of costs incidental or related thereto (the "Project"); which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said sum to be expended under the direction of the Town Manager and Permanent Public Building Committee. To meet said appropriation the Treasurer with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, M.G.L. Chapter 70B, or any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty four point seventy two percent (34.72%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

Mrs. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She noted that the town had been searching an area in which to locate a new Hillside School. The Town was fortunate that the Owen's family offered their property on Central Avenue. She explained that this article requests the sum of $57,542,500 of which the MSBA will reimburse the Town approximately $13,000,000 - $14,000,000 for this project. The new school will be larger than the current Hillside School. For further questions, Ms. Cooley suggested going to the School's website for frequently asked questions. The Board of Selectmen unanimously supports this article.

Ms. Susan B. Neckes, Chairman, addressed this proposal on behalf of the School Committee. She indicated that the new school will be twice the size and will be much more energy efficient than the existing school building.

Mr. Richard M. Reilly, chairman, stated that the Finance Committee unanimously supports this article.

In response to an inquiry from Ms. Katy A. Dirks, they were not sure at this time if the school will be LEDS certified.

In response to an inquiry from Lance R. Brown, the emergency preamble will allow the architects to begin work immediately on the design. This preamble will save between $1 and $1.5 million in costs.

Mr. Phillip V. Robey noted that this area has an incidence of cancer in younger people. He further stated that his family lived in this area and 4 members have cancer. He would like the town to check the environment. Mr. Edward V. Cosgrove, III, Chairman, Board of Health, advised that current documentation indicates that there are no carcinogens found on or around the property.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Richard M. Reilly, member, Finance Committee, stated that if all comes in as planned, the Town's debt service will be in the 10 % - 10.5% range.

In response to an inquiry from Artie R. Crocker, Marianne B. Cooley noted that the School will be moving to a 4 session per grade.

In response to an inquiry from Susan W. Abbott, Ms. Cooley noted that there are plans for solar panels, but there are no funds for this at the present time.

In response to an inquiry from Catherine Kurkjian, Ms. Cooley indicated that there is no tax cap for seniors at this time.

ACTION: The main motion was presented and carried by two-thirds on a voice vote declared by the Moderator.

ARTICLE 3: APPROPRIATE FOR HILLSIDE SCHOOL OUTSIDE PLAY AREAS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of $250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2013 Special Town Meeting; or take any other action relative thereto.

Article Information: This article would fund the design and construction of a playing field and adjacent walkways at the new

school. The field and walkway project is intended to be a completely separate, but parallel project that would be timed with the design of the building project. The proposed playing field will be approximately 25 yards by 35 yards, which is larger than U6 and U8 regulation soccer fields, but slightly smaller than a U10 youth soccer field.

This project is being kept separate from the school building project at the request of the MSBA, because a portion of these improvements will be constructed on land that is located within the Town of Needham, but owned by the Town of Wellesley. The Town of Wellesley owns a parcel of approximately 80 acres that abuts the new school consisting primarily of wetlands that surround the Rosemary Brook and act as a buffer to Wellesley's water supply. Wellesley has agreed to license a portion of this land to the Town of Needham for the purpose of making these recreational improvements.

An additional project to extend the walkways and construct nature trails around the upland knoll behind the school (also located within the licensed land) will be included in the FY2018 – FY2022 Capital Improvement Plan.

MOVED: That the Town vote to raise, borrow and/or transfer and appropriate the sum of $250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2013 Special Town Meeting.

A motion to amend was offered by Marianne B. Cooley that the main motion under Article 3 be amended by deleting the words "raise, borrow and/or" in the first line.

Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She advised that this article requests $250,000 to fund the design and construction of a playing field and walkways at the new Hillside School. A portion of this land is licensed for school use by the Town of Wellesley. The MSBA requested this funding be separate from the main article.

Mr. Thomas Jacob, member, noted that the Finance Committee unanimously supports this proposal.

In response to an inquiry from Ms. Lois Sockol, Ms. Cooley noted that the lease is good for ten years as designated by the Town of Wellesley. In response to an inquiry from Mr. Phillip V. Robey, Ms. Cooley noted that the playground costs are covered in Article 2

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to transfer and appropriate the sum of $250,000 for architectural design, engineering, and construction costs associated with outside play areas and fields at the new Hillside School to be located at or about 585 Central Avenue, including lands under license, to be expended under the direction of the Town Manager and Permanent Public Building Committee, said sum to be transferred from Article 1 of the November 4, 2013 Special Town Meeting.

ARTICLE 4: AMEND ZONING BY-LAW – HEIGHT LIMITATION EXCEPTIONS

To see if the Town will vote to amend the Needham Zoning By-Law, Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2, Height Limitation Exceptions, by revising the first paragraph, so that it shall now read as follows (new language underlined):

"4.2.2 Height Limitation Exception
The maximum height regulation in Section 4.2.1 shall not apply to schools and municipal buildings which may contain three (3) stories or may be as high as forty-five (45) feet. In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar panels, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. Further provided, subject to the 15-foot maximum height limitation cited above, solar panels shall also be allowed on rooftops of schools and other municipal buildings with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.

Notwithstanding the foregoing paragraph, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines. Any municipal building which ceases to be a municipal building, because of a change of use or ownership, may continue to be used, maintained and reconstructed so as to contain up to the number of stories and the height which existed at the time of the change to non-municipal use or ownership. Notwithstanding the above, nothing contained herein shall in anyway limit the rights conferred under footnote (h) of Section 4.2.1 Table of Regulations."

Or take any other action relative thereto.

Article Explanation: This article would increase the height limitation for schools and other municipal buildings from the existing 40 feet to 45 feet. The Town has limited land resources and often requirements for certain types of necessary programming within schools and for other municipal functions mandate greater flexibility in building height. This has been found to be the case with respect to the proposed new Hillside School on the Owen's Farm site on Central Avenue and with respect to the Police/Fire station on Chestnut Street. Like other institutional uses, municipal and school uses also often require that equipment and other non-habitable structures be placed on the roof to support HVAC, plant, and other mechanical functions. The amendment authorizing the allowance of these types of structures tracks those used in the Institutional and commercial

zones. The amendment limits the height of these structures to fifteen feet and their coverage to 33% of the total roof area. (It should also be noted that the Planning Board, under site plan review authority, may also require them to be setback from the building edge to minimize their visibility.) The allowance of cornices and parapets 5 feet above the maximum building height also serves to limit the visibility of such structures. Finally, to assure continued progress in energy conservation in municipal buildings and schools, this article also allows for solar panels to be installed without limitation on coverage on roof tops provided they are set back a distance at least equal to the height of the panel.

MOVED: That the Town vote to amend the Needham Zoning By-Law, Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2, Height Limitation Exceptions, by revising the first paragraph, so that it shall now read as follows (new language underlined):

"4.2.2 Height Limitation Exception
The maximum height regulation in Section 4.2.1 shall not apply to schools and municipal buildings which may contain three (3) stories or may be as high as forty-five (45) feet. In the case of schools and other municipal buildings, structures erected on a building and not used for human occupancy, such as chimneys, heating-ventilating or air-conditioning equipment, solar panels, mechanical equipment, mechanical flues or exhausts, elevator housings or equipment, generators, roof access, stairway enclosures, skylights, and the like may exceed the maximum building height provided that no part of such structure or equipment shall project more than 15 feet above the maximum allowable building height and the total horizontal coverage of all of such structures or projections on the building does not exceed thirty-three percent (33%) of the total roof area of the building. Notwithstanding the above height limitations, cornices and parapets may exceed the maximum building height provided they do not extend more than 5 feet above the highest point of the roof. Further provided, subject to the 15-foot maximum height limitation cited above, solar panels shall also be allowed on rooftops of schools and other municipal buildings with no limitation on the roof area coverage provided such panels are set back from the edge of the roof a distance at least equal to the height of the panel.

Notwithstanding the foregoing paragraph, a municipal building or structure located on a lot in excess of twenty (20) acres created by deed or plan, endorsed or recorded before September 1, 2012, may be as high as fifty (50) feet, provided the building or structure contains no more than one story, is used primarily for storage purposes and is located at least two hundred (200) feet from all property lines. Any municipal building which ceases to be a municipal building, because of a change of use or ownership, may continue to be used, maintained and reconstructed so as to contain up to the number of stories and the height which existed at the time of the change to non-municipal use or ownership. Notwithstanding the above, nothing contained herein shall in anyway limit the rights conferred under footnote (h) of Section 4.2.1 Table of Regulations."

Ms. Jeanne S. McKnight, member, addressed this proposal on behalf of the Planning Board. She explained that this article increases the height limitation for schools and municipal buildings from 40 to 45 feet as is sometimes necessary for these buildings.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen unanimously supports this proposal.

Ms. Carol A. Fachetti, member, stated that the Finance Committee also supports this proposal.

In response to an inquiry from Mr. Artie R. Crocker, Ms. McKnight advised that the amount raised off the roof for solar panels is the height above the roof at the curve.

Mr. Ronald W. Ruth expressed concern that this also applies to the Police/Fire building, Mr. Ronald W. Ruth offered a motion to amend to delete the words "and other municipal buildings," in the third line of section 4.2.4 Height Limitation Exception.

Ms. McKnight explained that the set back for municipal building is currently 35 feet and this article requires a Special Permit.

Mr. John H. Cogswell suggested the Mr. Ruth's motion to amend include "and municipal buildings" in the first sentence. Mr. Ruth agreed. At this time the Moderator requested that Mr. Ruth confer with the Planning Board.

Mr. Robert T. Smart asked if the Planning Board has an objection to extending the setback. The Moderator allowed the Planning Board to respond but felt this inquiry was beyond the four corners of this article.

Mr. Jeffrey D. Heller rose in opposition to the amendments. He noted that this Article is not suggesting putting on a fourth floor – only modernization.

Ms. Lois Sockol rose in support of Mr. Ruth's amendment suggesting this is another small inch encroaching on residential areas, but does support this proposal for schools.\

After a brief recess, the Moderator recognized the presence of State Representative Denise C. Garlick.

A motion to postpone the subject matter of Article 4 and the motions to amend to a time certain, specifically until after the disposition of Article 12 was offered by Mr. Gerald C. Rovner. After a brief discussion, Mr. Rovner's motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented, but it failed to pass by a voice vote declared by the Moderator.

Mr. Joseph J. Leghorn rose in support of the amendments suggesting that this zoning amendment be limited to school buildings. He indicated that when the height is increased by 5 feet, the shadow in winter increases by 20 feet. He questioned if shadows were considered. Ms. McKnight concurred that shadows are important, but did not recall addressing that in the subject of shadows.

Mr. Maurice P. Handel, Selectman, advised that this is subject to several buildings and is difficult to amend on Town Meeting floor. The Board of Selectmen supports the original motion.

Mr. Ronald W. Ruth would like to offer a motion to amend in lieu of the original motions to amend.

Mr. Ruth's first motion to amend was presented, but it failed to pass on a voice vote.

Mr. Ruth's second motion to amend was presented, but it failed to pass on a voice vote.

The following motion to amend was offered by Mr. Ronald W. Ruth to add at the end of the first sentence in section 4.2.4 Height Limitation Exception ", but in the case of municipal buildings that are not schools may contain 3 stories or may be as high as 40 feet." Mr. Ruth suggested limiting heights to 45 feet for schools only and retain the 40-foot cap on other municipal buildings.

Mr. Ruth's third motion to amend was presented, but it failed to pass on a voice vote.

ACTION: The main motion was presented but the Moderator was in doubt as to the voice vote. The following tellers were sworn in by the Moderator: Heinz R. Brinkhaus, Heidi C. Black, Michael J. Greis, David R. Cox, Robert J. Dermody, and Thomas M. Harkins. The motion was again presented and carried by two-thirds vote on a count of hands. The hand count was Yes 148 – No 14.

ARTICLE 5: AMEND ZONING BY-LAW – DEFINITION OF BASEMENT

To see if the Town will vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by replacing the existing definition of the term "Basement", so that the entire definition shall now read as follows:

"Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the area of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade; additional basement levels must be completely below grade. Notwithstanding the above, a walkout basement shall be limited to a maximum height of 10 feet with said height measured from the plane of the finished basement floor to the plane of the underside of the first floor joists directly above. For purposes of this definition, area shall be computed by taking the exterior perimeter of basement walls, whether or not exposed, multiplied by the height of all walls, whether or not exposed."

Or take any other action relative thereto.

Article Explanation: Presently under the By-Law, where a structure is on a sloping site, multiple stacked basements all having 100 percent above-grade exposure along at least one exterior wall are permitted under the Basement definition and the measurement of average height. This article would amend the Basement definition so as to permit only one basement level to be placed partly below grade; additional sub-basement levels would be permitted but only if such additional sub-basement levels are placed completely below grade. Furthermore, walkout basements would be limited to a maximum height of 10 feet with said height measured from the plane of the finished basement floor to the plane of the underside of the first floor joists directly above. The article is designed to correct an unforeseen By-Law outcome which permitted a residential structure containing two and one half stories to be built atop a multi-level basement where both basement levels were placed 100 percent above grade at the elevation on the downhill side. The amendment clarifies the definition of the term "basement" so as to secure the desired and anticipated story limit as well as to provide a limit on overall building height along the walkout basement elevation.

MOVED: That the Town vote to amend the Needham Zoning By-Law, Section 1.3 Definitions, by replacing the existing definition of the term "Basement", so that the entire definition shall now read as follows:

"Basement – That portion of a building that is partly or completely below grade. A minimum of 50% of the area of the basement walls must be below grade to be considered a basement. Only one basement level may be partly below grade; additional basement levels must be completely below grade. Notwithstanding the above, a walkout basement shall be limited to a maximum height of 10 feet with said height measured from the plane of the finished basement floor to the plane of the underside of the first floor joists directly above. For purposes of this definition, area shall be computed by taking the exterior perimeter of basement walls, whether or not exposed, multiplied by the height of all walls, whether or not exposed."

Ms. Elizabeth Jane Grimes, Chairman, addressed this proposal on behalf of the Planning Board. She advised that this article clarifies the definition of "Basement" and asked for support of this zoning article.

Mr. Maurice P. Handel, Selectman, rose in support of this article on behalf of the Board of Selectmen.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 6 was adopted by unanimous consent earlier this evening.

ARTICLE 7 was adopted by unanimous consent earlier this evening.

ARTICLE 8: APPROPRIATE FOR NPDES MS4 PERMIT DEVELOPMENT

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of $200,000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit, said sum to be spent under the direction of the Town Manager, and raised from the tax levy; or take any other action relative thereto.

Article Information: The United States Environmental Protection Agency (EPA) has released the requirements for National Pollutant Discharge Elimination System (NPDES) compliance. The purpose of this funding is to engage an engineering firm to develop the Town's NPDES MS4 permit application.

The new regulations are the most sweeping set of stormwater regulations in the last 45 years. While Needham has been planning and implementing stormwater improvements for many years, the new regulations will require substantial changes to the Town's stormwater operations, drainage infrastructure, site plan and subdivision reviews, and the creation of a stormwater by-law. The permit mandates the discharge of clean stormwater to the Maximum Extent Practicable (MEP) and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The permit will also require that pollutants be reduced to meet Total Maximum Daily Loading requirements for

pathogens (bacteria), will require a plan for reduction in the amount of phosphorous discharging to water bodies by 45%, and a plan for improving conditions for impaired water bodies including Alder Brook, the Charles River, Fuller Brook and Rosemary Brook for a variety of other contaminants. Construction and/or installation of structural Best Management Practices (BMPs) are required in each year of the new permit, such as the dredging of Rosemary Lake and the Dedham Avenue Reservoir, installation of aerating devices on Lake Drive and Glendoon Road, and installation of water quality tanks in Chestnut Street and Marked Tree Road.

The 2016 NPDES requirements include six control measures: public education and outreach, public participation and involvement, illicit discharge detection and elimination (IDDE), construction site runoff control, post-construction runoff control, and pollution prevention and good housekeeping. The focus of the funding is for IDDE and pollution prevention and good housekeeping, with the other factors to be developed in-house. IDDE includes tasks such as creation of a stormwater General By-law, data collection and mapping of the sanitary sewer system and stormwater system including all swales, ditches and water conveyances, all interconnections with other stormwater systems, all water bodies, and all catchment areas, assessment and ranking of the areas identified in the mapping phase, development of high and low priority areas for screening, written catchment investigation procedures, development of system vulnerability factors, and dry and wet weather sampling. Pollution prevention and good housekeeping include tasks such as establishing procedures and maintenance plans for all parks and open spaces, buildings and facilities, and vehicles and equipment; an operations and maintenance plan for all catch basins, street sweeping, winter road maintenance, and the development of a stormwater pollution prevention plan (SWPPP) for all maintenance garages, Public Works facilities, transfer stations, and waste handling facilities. Annual reporting of all maintenance activities, spills or overflows, and inspections is required including posting and updating all stormwater activities on the Town's website.

MOVED: That the Town vote to raise, borrow and/or transfer and appropriate the sum of $200,000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit, said sum to be spent under the direction of the Town Manager, and raised from the tax levy.

A motion to amend was offered by Mr. Matthew D. Borrelli that the main motion under Article 8 be amended by deleting the words "..... borrow and/or transfer" in the first line.

Mr. Matthew D. Borrelli, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that Article 8 appropriates money for engineering and consulting services necessary for compliance with the National Pollutant Discharge Elimination System (NPDES) compliance.

Ms. Louise L. Miller, Chairman, recommended adoption of Article 8 on behalf of the Finance Committee.

Mr. Borrelli's motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented and carried by majority vote on a voice vote declared by the Moderator.

VOTED: That the Town vote to raise and appropriate the sum of $200,000 for the purpose of funding engineering and consulting services for the development of an application for a National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Permit, said sum to be spent under the direction of the Town Manager, and raised from the tax levy.

ARTICLE 9: APPROPRIATE FOR ELIOT SCHOOL TRAFFIC SAFETY IMPROVEMENTS

To see if the Town will vote to raise, borrow and/or transfer and appropriate the sum of $90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

Article Information: The Eliot School participated in a Safe Routes to School study, conducted by the Commonwealth, that recommended several improvements to the Eliot School walking route. Recommended improvements under this article include the installation of flashing School Zone 20 MPH signs and radar enabled speed limit signs on Central Avenue within 1,000 feet of the Eliot School. The Traffic Management Advisory Committee concurred with the study and recommended that these improvements be installed as soon as possible considering weather limitations. The study included other recommendations including the reconstruction of the Cedar Street/Central Avenue intersection. These improvements will be considered in the FY2018 – 2022 Capital Improvement Plan.

MOVED: That the Town vote to raise, borrow and/or transfer and appropriate the sum of $90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy.

A motion to amend was offered by Marianne B. Cooley that the main motion under Article 9 be amended by deleting the word "....., borrow and/or transfer" in the first line.

Ms. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She indicated that this article seeks $90,000 to improve the Eliot School walking route as recommended by the Safe Routes to School study conducted by the Commonwealth.

Mr. John P. Connelly, member, addressed this proposal on behalf of the Finance Committee. He noted that the recommended improvements were reviewed by both the Police and Fire Departments. The Finance Committee unanimously recommends adoption of this article.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise and appropriate the sum of $90,000 for the purpose of funding engineering, design and construction for Eliot School Traffic Safety Improvements, said sum to be spent under the direction of the Town Manager and raised from the tax levy.

ARTICLE 10: ACCEPTANCE OF EASEMENT/1001-1015 CENTRAL AVENUE SUBDIVISION

To see if the Town will vote to authorize the Selectmen to accept the following easement from RRNIR, LLC: Non-exclusive right and perpetual easement and right of way over Sunrise Terrace for the purpose of passing on foot or by vehicle as shown on a plan entitled "Sunrise Terrace, Definitive Subdivision, last revised June 29, 2016, on file with the Needham Planning Board; or take any other action relative thereto.

Article Information: As a condition of approval of the 1001 – 1015 Central Avenue Subdivision, the Planning Board required that the Developer grant the Town an access easement to allow vehicles and pedestrians to pass and re-pass over the way known as Sunrise Terrace.

MOVED: That the Town vote to authorize the Selectmen to accept the following easement from RRNIR, LLC: Non-exclusive right and perpetual easement and right of way over Sunrise Terrace for the purpose of passing on foot or by vehicle as shown on a plan entitled "Sunrise Terrace, Definitive Subdivision, last revised June 29, 2016, on file with the Needham Planning Board.

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that the developer is required to give the town access to allow vehicles and pedestrians to pass and re-pass over a new way known as Sunrise Terrace. The Board of Selectmen recommends adoption of this proposal.

Mr. Kenneth J. Lavery, member, recommended adoption of this article on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 11 was previously withdrawn earlier this evening

ARTICLE 12: AMEND GENERAL BY-LAW – NOTIFICATION

To see if the Town will vote to amend the General By-laws by deleting sections 1.2 and 1.3, renumbering sections accordingly, and inserting in place thereof the following:

"SECTION 1.2 NOTIFICATION

1.2.1 All Town Meetings shall be notified and warned by posting attested copies of the Warrant calling for the Town Meeting in not less than twenty public places in the Town at least seven days before the time of holding the Annual Town Meeting and at least fourteen days before any Special Town Meeting.

1.2.2 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business.

1.2.3 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

1.2.5 The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting, and shall post a copy of each warrant on the official Town of Needham website.

1.2.6 The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper."

Or take any other action relative thereto.

Article Information: In 2002, Town Meeting voted to eliminate the practice of distributing the Town Warrant to each household The General By-laws of the Town still require the mailing of a notice of each annual Town Election. With the increased use of the Town's website, the advent of social media and the number of other ways to inform the public, the Town Clerk has recommended that the mailing of a postcard for the Annual Town Election always held on the second Tuesday of April is no longer necessary.

MOVED: That the Town vote to amend the General By-laws by deleting sections 1.2 and 1.3, renumbering sections accordingly, and inserting in place thereof the following:

"SECTION 1.2 NOTIFICATION

1.2.1 All Town Meetings shall be notified and warned by posting attested copies of the Warrant calling for the Town Meeting in not less than twenty public places in the Town at least seven days before the time of holding the Annual Town Meeting and at least fourteen days before any Special Town Meeting.

1.2.2 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least seven days in advance, a copy of the Warrant for the Annual Town Meeting, held for the purpose of the transacting of business.

1.2.3 The Town Clerk shall cause to be delivered or mailed to each Town Meeting Member, at least fourteen days in advance, a copy of the Warrant for each Special Town Meeting.

1.2.5 The Town Clerk shall make available to any resident, upon request, a copy of the Warrant for each Town Meeting, and shall post a copy of each warrant on the official Town of Needham website.

1.2.6 The Town Clerk shall cause the titles and a synopsis of all Town Meeting Articles to be printed in a local newspaper."

Mr. John A. Bulian, Selectman, advised that this article eliminates the requirement in the General By-Laws that a notice of the Annual Town Election be mailed to each household. While notification currently occurs on the website and in social media, the Town Clerk suggested this would save both paper and funds

Mr. Richard J. Lunetta, member, recommended adoption of this article on behalf of the Finance Committee.

Mr. Elan Barzilay questioned the use of electronic mailings for notifications.

Mr. John Crimmings rose in opposition to this proposal suggesting that the Seniors would like to receive this postcard notification.

ACTION: The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented

and carried by a majority vote on a hand count. The count was Yes 91 – No 66.

ARTICLE 13 was previously withdrawn earlier this evening.

At this time the Moderator thanked the following individuals for their help in making this Special Town Meeting run smoothly: Ryan Coen for manning the microphones and Pat Thornton, Town Hall Custodian.

At 10:40 P.M. Mr. Matthew D. Borrelli, Chairman, on behalf of the Board of Selectmen, offered the following Resolution:

THE FOLLOWING RESOLUTION

In memory of Roy A. Kelley

WHEREAS: Roy A. Kelley was born and raised in Waltham, Massachusetts. He graduated from Waltham High School, and earned a Bachelor's Degree from Northeastern University. He served his country in the U.S. Marine Corps from 1952 – 1958, and as a member of the Marine Corps Reserves until 1972, retiring as a Lieutenant Colonel; and

WHEREAS: Roy and his wife of 61 years Alice Gaquin settled in Needham in 1964, where they raised their three children Janice, Diane and Richard; and

WHEREAS: Roy spent his career in the banking industry, first at the Signature Bank of New Hampshire, and later retiring as Vice President of the First National Bank of Boston after 32 years, serving in both the Boston and London offices; and

WHEREAS: Roy was an active member and past treasurer of the Needham Golf Club, a member of the Wardroom Club in Boston, and a parishioner at St. Bartholomew Parish; and

WHEREAS: Roy served as a member of the Personnel Board from 1967 to 1968, the School Committee from 1972 to 1977, a Trustee of the Glover Memorial Hospital in 1983, and as a Town Meeting Member from 1972 through 1983;

NOW THEREFORE, be it resolved by this body that the October 5, 2016 Special Town Meeting be dissolved in honor of the civic and community contributions of Roy A. Kelley to the Town of Needham.

ACTION: At 10:45 P.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE STATE ELECTION
Tuesday, November 8, 2016

Pursuant to a Warrant issued by the Selectmen October 2, 2012 the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the sixth day of November in the year 2012 at seven o'clock in the forenoon for the purpose of nominating State and County officers. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Warrant and the Officer's Return were read by the Wardens of the Precincts.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A - Hillside School - Gymnasium
Precinct B - Hillside School - Gymnasium
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Broadmeadow School – Performance Ctr.
Precinct F - Needham High School - Gymnasium
Precinct G - Needham High School - Gymnasium
Precinct H - Broadmeadow School – Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

Because of problems at some of the polls due to jamming of the double ballots, some records were not available during each hour. Machines at Precincts B. E. G. and H had to be replaced due to malfunction problems caused by the double ballots. The following counts also apply to both the State Election and the Special Town Election. The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	130	137	140	140	103
9:00 A.M.	250	233	230	219	267
10:00 A.M	410	326	305	307	451
11:00 A.M.	574	495	400	470	570
12:00 NOON	650	707	630	660	751
1:00 P.M.	721	886	720	785	901
2:00 P.M.	900	-	857	864	987
3:00 P.M.	1036	1037	985	1030	1160
4:00 P.M.	1205	1175	1226	1144	1284
5:00 P.M.	1492	1400	1365	1325	1453
6:00 P.M.	-	1600	1512	1507	1658
7:00 P.M.	-	1812	1669	1732	1832
8:00 P.M.	1648	1838	1800	1814	1868

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	135	190	147	158	150
9:00 A.M.	210	352	239	278	335
10:00 A.M.	294	475	410	507	485
11:00 A.M.	414	651	613	732	694
12:00 NOON	465	848	814	908	756
1:00 P.M.	514	1000	1020	1093	984
2:00 P.M.	558	1145	1177	1217	1027
3:00 P.M.	668	1279	1249	1379	1135
4:00 P.M.	778	1436	1403	1556	1345
5:00 P.M.	861	1616	1518	1619	1576
6:00 P.M.	1024	1770	1729	1686	1765
7:00 P.M.	1378	1852	1818	1778	1824
8:00 P.M.	1816	1882	1866	1821	1866

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10:13P.M., November 8, 2016

The total number of votes cast was as follows:
(Includes 2 overseas absentee ballots received by tenth day following the election)

	Total
Precinct A	1656
Precinct B	1851
Precinct C	1825
Precinct D	1836
Precinct E	1895
Precinct F	1842
Precinct G	1903
Precinct H	1883
Precinct I	1878
Precinct J	1903

(The Absentee, Early Ballots, and several provisional ballots are included in the Total Vote),
(The votes of the additional overseas absentee ballots Postmarked by November 8, 2016 and received by November 18, 2016 are also included on the following pages)
TOTAL VOTE CAST – 18,472 or 83.88% of 22,022Registered Voters)

The result of the balloting was as follows:

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1656	1851	1825	1836	1895	1842	1903	1883	1878	1903	18,472
ELECTORS FOR PRESIDENT AND VICE PRESIDENT (Vote for One)											
Clinton and Kaine	1086	1224	1281	1268	1277	1312	1336	1285	1396	1332	12,797
Johnson and Weld	44	85	83	59	110	67	86	68	71	73	746
Stein and Baraka	14	12	15	17	14	23	11	17	12	15	150
Trump and Pence	443	462	369	415	420	376	369	445	312	408	4,019
Scattered Write-Ins	44	37	51	52	47	37	64	43	53	42	470
Blanks	25	31	26	25	27	27	37	25	34	33	290
REPRESENTATIVE IN CONGRESS (Fourth District) (Vote for One)											
Joseph P. Kennedy, III	1209	1287	1319	1320	1358	1381	1385	1373	1431	1425	13,488
David A. Rosa	389	481	454	444	476	404	445	456	385	419	4,353
Scattered Write-Ins	3	3	1	4	0	1	3	1	1	0	17
Blanks	55	80	51	68	61	56	70	53	61	59	614
COUNCILLOR (Second District) (Vote for One)											
Robert L. Jubinville	944	1030	1020	1058	1063	1112	1070	1070	1144	1158	10,669
Brad Williams	500	604	594	570	603	507	580	571	490	526	5,545
Scattered Write-Ins	6	2	1	6	1	3	8	3	2	1	33
Blanks	206	215	210	202	228	220	245	239	242	218	2,225
SENATOR IN GENERAL COURT (Norfolk, Bristol & Middlesex District) (Vote for One) (Precincts A,B,C,I, and J)											
Richard J. Ross	715	809	835	-	-	-	-	-	783	823	3,965
Kristopher K. Aleksov	748	829	786	-	-	-	-	-	873	878	4,114
Michael F. Rush	0	1	1	-	-	-	-	-	9	5	16
Scattered Write-Ins	4	2	0	-	-	-	-	-	0	5	11
Blanks	189	210	203	-	-	-	-	-	213	192	1,007
SENATOR IN GENERAL COURT (Norfolk and Suffolk District) (Vote for One) (Precincts D,E,F,G, and H)											
Michael F. Rush	-	-	-	1313	1332	1327	1336	1342	-	-	6,650
Scattered Write-Ins	-	-	-	23	16	25	18	28	-	-	110
Blanks	-	-	-	500	547	490	549	514	-	-	2,600
REPRESENTATIVE IN GENERAL COURT (Thirteenth Norfolk District) (Vote for One)											
Denise C. Garlick	1292	1402	1421	1448	1489	1472	1503	1515	1531	1534	14,607
Scattered Write-Ins	24	18	24	18	21	20	16	27	21	15	204
Blanks	340	431	380	370	385	350	384	341	326	354	3,660
SHERIFF (Norfolk County) (Vote for One)											
Michael G. Bellotti	1222	1331	1350	1351	1369	1363	1368	1400	1409	1458	13,621
Scattered Write-Ins	20	16	14	12	11	18	6	17	16	14	144
Blanks	414	504	461	473	515	461	529	466	453	431	4,707

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	1656	1851	1825	1836	1895	1842	1903	1883	1878	1903	18,472
COUNTY COMMISSIONER (Norfolk County) (Vote for Not More Than Two)											
Francis W. O'Brien	1056	1162	1191	1201	1230	1204	1218	1252	1285	1261	12,060
Joseph P. Shea	487	503	547	551	580	564	591	572	575	567	5,537
Scattered Write-Ins	19	13	10	23	12	22	12	14	24	6	155
Blanks	1750	2024	1902	1897	1968	1894	1985	1928	1872	1972	19,192
QUESTION #1 (Expanded Slot-Machine Gaming)											
Yes	510	456	463	487	431	467	404	490	387	496	4,591
No	1071	1311	1296	1289	1407	1305	1436	1348	1448	1351	13,262
Blanks	75	84	66	60	57	70	63	45	43	56	619
QUESTION #2 (Charter School Expansion)											
Yes	635	781	887	833	884	784	872	761	759	783	7,979
No	970	1007	893	959	965	1009	997	1088	1083	1085	10,056
Blanks	51	63	45	44	45	49	34	34	36	35	437
QUESTION #3 (Conditions of Farm Animals)											
Yes	1273	1380	1371	1431	1471	1438	1476	1428	1476	1500	14,244
No	336	410	402	361	378	362	392	419	365	360	3,785
Blanks	47	61	52	44	46	42	35	36	37	43	443
QUESTION #4 (Legalization, Regulation, and Taxation of Marijuana)											
Yes	767	757	788	889	877	890	789	781	770	895	8,203
No	858	1036	1007	923	990	920	1089	1082	1079	980	9,964
Blanks	31	58	30	24	28	32	25	20	29	28	305
QUESTION #5 (Prop 2 ½ - Hillside School)											
Yes	992	1200	1119	1136	1239	1240	1241	1194	1287	1188	11,836
No	518	503	565	575	534	463	528	568	468	551	5,273
Blanks	146	148	141	125	122	139	134	121	123	164	1,363

The ballots casts in the several precincts were returned to the Town Clerk in the sealed cases. The voting lists used at the entrances to the polling places and at the ballot boxes and copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:13 P.M., November 8, 2016.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE ANNUAL TOWN ELECTION
Tuesday April 11, 2017

Pursuant to a Warrant issued by the Selectmen February 28, 2017, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the eleventh day of April in the year 2017 at seven o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A – The Center at the Heights
Precinct B – The Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E – Broadmeadow School – Performance Ctr.
Precinct F – Needham High School – Gym B
Precinct G – Needham High School – Gym B
Precinct H – Broadmeadow School -- Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at forty-five minutes after six o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.
Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Years;
One Town Meeting Member from Precinct H for One Year;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	2	0	0	0
8:00 A.M.	6	13	7	15	19
9:00 A.M.	10	23	20	40	26
10:00 A.M	18	38	36	51	35
11:00 A.M.	30	50	60	69	45
12:00 NOON	35	62	74	73	63
1:00 P.M.	40	78	82	78	70
2:00 P.M.	62	88	94	99	92
3:00 P.M.	69	94	99	107	108
4:00 P.M.	75	110	119	117	123
5:00 P.M.	88	128	132	144	144
6:00 P.M.	92	139	151	157	173
7:00 P.M.	109	157	176	173	207
8:00 P.M.	116	167	204	186	238

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	13	19	18	30	25
9:00 A.M.	22	31	25	49	37
10:00 A.M.	33	42	39	63	53
11:00 A.M.	53	78	66	81	72
12:00 NOON	60	108	74	104	80
1:00 P.M.	68	124	88	118	86
2:00 P.M.	77	153	98	127	96
3:00 P.M.	84	164	108	144	102
4:00 P.M.	98	182	127	158	126
5:00 P.M.	115	205	141	179	147
6:00 P.M.	139	224	155	214	172
7:00 P.M.	164	275	183	243	199
8:00 P.M.	185	319	204	269	214

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:07 P.M., April 11, 2017.

The total number of votes cast was as follows:

	Total
Precinct A	116
Precinct B	167
Precinct C	204
Precinct D	186
Precinct E	235
Precinct F	185
Precinct G	319
Precinct H	204
Precinct I	269
Precinct J	214
TOTAL	**2,099**

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 2,099
(9.75% of Registered Voters)

The result of the balloting was as follows:

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	116	167	204	186	235	185	319	204	269	214	2,099
SELECTMAN (for three years) (Vote for Not More Than Two)											
Matthew D. Borrelli	96	113	176	130	175	133	229	165	205	162	1,584
Marianne B. Cooley	82	121	167	131	178	144	237	148	196	163	1,567
Scattered Write-Ins	1	3	0	4	0	1	2	2	1	6	20
Blanks	53	97	65	107	117	92	170	93	136	97	1,027
ASSESSOR (for three years) (Vote for One)											
Paul E. Dawson	80	114	152	125	160	131	218	140	195	153	1,468
Scattered Write-Ins	1	1	0	0	0	0	0	1	0	1	4
Blanks	35	52	52	61	75	54	101	63	74	60	627
SCHOOL COMMITTEE (for three years) (Vote for Not More Than Two)											
Michael J. Greis	75	106	143	132	150	113	190	136	146	136	1,327
Kim Marie Nicols	56	83	83	69	92	77	117	97	93	83	850
Benjamin G. Pasco-Anderson	36	30	40	35	53	45	65	35	54	44	437
Matthew J. Spengler	44	82	112	108	105	95	183	103	164	127	1,123
Scattered Write-Ins	1	0	1	0	0	0	2	2	0	0	6
Blanks	20	33	29	28	70	40	81	35	81	38	455
TRUSTEE OF MEMORIAL PARK (Trustee of soldier's memorials – Veteran) (for three years)(Vote for One)											
John S. Gallello	86	111	155	126	157	139	230	147	183	164	1,498
Scattered Write-Ins	0	1	0	0	0	0	0	1	0	1	3
Blanks	30	55	49	60	78	46	89	56	86	49	598

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	116	167	204	186	235	185	319	204	269	214	2,099
TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years) (Vote for Not More Than Three)											
Richard C. Hardy	83	112	145	122	152	123	205	137	176	141	1,396
Thomas M. Harkins	86	120	157	135	172	143	226	152	187	159	1,537
Carol Jean Thomas	82	114	145	128	155	128	209	140	180	146	1,427
Scattered Write-Ins	0	1	1	0	0	1	0	2	0	1	6
Blanks	97	154	164	173	226	160	317	181	264	195	1,931
BOARD OF HEALTH (for three years) (Vote for One)											
Edward V. Cosgrove III	61	87	113	109	134	97	143	99	109	107	1,059
Peter Stephen Connolly	41	52	61	47	62	58	118	72	114	73	698
Scattered Write-Ins	0	0	0	0	0	0	1	2	0	0	3
Blanks	14	28	30	30	39	30	57	31	46	34	339
PLANNING BOARD (for five years) (Vote for One)											
Martin Jacobs	85	118	152	126	159	127	216	145	181	151	1,460
Scattered Write-Ins	0	1	0	1	0	0	0	1	1	0	4
Blanks	31	48	52	59	76	58	103	58	87	63	635
COMMISSIONER OF TRUST FUNDS (for three years) (Vote for One)											
John H. Cogswell	91	122	162	130	162	129	219	150	180	152	1,497
Scattered Write-Ins	0	0	0	1	0	1	0	1	0	0	3
Blanks	25	45	42	55	73	55	100	53	89	62	599
PARK & RECREATION COMMISSION (for three years) (Vote for One)											
Matthew Michael Toolan	88	111	155	125	151	126	214	137	179	152	1,438
Scattered Write-Ins	0	0	0	0	0	0	1	2	0	1	4
Blanks	28	56	49	61	84	59	104	65	90	61	657
CONSTABLE (for three years) (Vote for Not More Than Two)											
Paul F. Hunt	83	105	146	122	152	117	210	134	169	147	1,385
Charles G. Wright	81	108	153	124	153	115	204	135	165	150	1,388
Scattered Write-Ins	0	0	0	0	1	0	0	1	0	0	2
Blanks	68	121	109	126	164	138	224	138	204	131	1,423

TOWN MEETING MEMBERS

* *Not Elected*
** *Tie Vote*

PRECINCT A (For three years) (Vote for Not More Than Eight)

Alan J. Davidson	85	Nicholas P. Sterling	72
John D. Genova	78	Rebecca L. Rausch	78
Cheryl A. Gosmon	79	Karen Shapiro	87
Mary E. Keane-Hazzard	80	Scattered Write-Ins	3
Norman F. O'Brien, Jr.	78		

TOWN MEETING MEMBERS

* *Not Elected*
** *Tie Vote*

PRECINCT B (For three years) (Vote for Not More Than Eight)

Elizabeth Jane Grimes	116	Jodi Lynn Rooney	113
David C. Harris	109	Steven M. Rosenstock	115
Catherine E. Kurkjian	111	Clifford Owen Hayden	104
Richard B. Moody	109	Scattered Write-Ins:	1
Kevin T. Pendergast	105		

PRECINCT C (For three years) (Vote for Not More Than Eight)

Peter A. Alpert	126	James D. Masterman	118
Bruce S. Barnett	129	Louise L. Miller	144
Paula R. Callanan	133	William Ray Cook	85
Mark J. Gluesing	128	Rebecca Waber	118
Carl J. Lueders	119	Scattered Write-Ins	6

PRECINCT D (For three years) (Vote for Not More Than Eight)

Cynthia Conturie	103	Gary B. McNeill	104
Ross M. Donald	109	Thomas F. Soisson	107
Joshua W. Levy	110	Dorothy H. DeSimone	134
Richard J. Lunetta	117	Scattered Write-Ins	4
Richard S. Mann	105		

PRECINCT E (For three years) (Vote for Not More Than Eight)

Robert R. Braman	100	Julie E. Stevens	142
Philip Edward Brandish	114	Cynthia J. Wolfe	111
Theodore M. Crowell	102	Gretchen Rachelle Cook-Anderson	87
Lawrence R. Cummings	95	Wendy B. Silver	94
Paul J. Durda	96	Scattered Write-Ins	0
Irene M. Francesconi	122		

PRECINCT F (For three years) (Vote for Not More Than Eight)

Lawrence J. Cohen	114	Doug H. Fox	106
Rochelle E. Goldin	122	Kara L. Holmquist	119
John P. Kirk	118	Adam S. Zaff	112
Mary Anne MacMahon	112	Scattered Write-Ins:	4
Michael McKay	109		

PRECINCT G (For three years) (Vote for Not More Than Eight)

Paul H. Attridge	125	Robert T. Smart, Jr.	149
Julia C. H. Blake	168	Catherine Reid Dowd	141
Richard DeMeis	117	Heidi R. Frail	209
Robert J. Dermody	165	Sally Ann Theran	173
Georgina Y. Keyes	139	Scattered Write-Ins:	6
Andrew J. Pittman	105		

PRECINCT G (For one year) (Vote for One)

David Dirks	173	James A. Goldstein	91

TOWN MEETING MEMBERS

* *Not Elected*
** *Tie Vote*

PRECINCT H (For three years) (Vote for Not More Than Eight)

Julia Satti Cosentino	136	Peter R. Olive	136
Michael C. Kardok	128	Harmony H. Wu	145
Nancy E. McCarthy	139	Richard A. Zimbone	136
Mark McDonough	137	Scattered Write-Ins:	1
Terrence P. Noonan	139		

PRECINCT H (For one year) (Vote for One)

Kimberly Knickle-Tierney	145	Scattered Write-Ins	1

PRECINCT I (For three years) (Vote for Not More Than Eight)

Lisa Dannibal Bagshaw	132	Maura O. Walsh	117
David J. Ecsedy	104	Paul E. Dawson	99
Jill C. Kahn-Boesel	118	Timothy J. McGee	83
Lorraine M. Murphy	123	William J. Pauson	103
Nancy E. Sexton	105	Tad Staley	79
David Paul Supple	121	Scattered Write-Ins:	2
Mary D. Tibma	102		

PRECINCT J (For three years) (Vote for Not More Than Eight)

Catherine J. Barker	140	Jane B. Murphy	132
James S. Bonasia	142	Karen R. Shannon	141
Stuart B. Chandler	133	Debra A. Whitney	133
Robert A. Downs	139	Scattered Write-Ins:	3
Michael M. Mathias	136		

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:27 P.M., April 11, 2017.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST

* * * * * * * * * *

RECORD OF ANNUAL TOWN MEETING
Monday, May 1, 2017

Pursuant to a Warrant issued by the Selectmen February 14, 2017 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 1, 2017, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 245 voters, including 229 Town Meeting Members, were checked on the list as being present. 23 Town Meeting Members were absent

Presentation of the colors was presented by Boy Scout Troup 13 Troup members included Evan Anderson, Stephen DeMaio, Eddie Flanaghan, Kurt Lindenthal, and Tyler Smith. Troup Members led Town Meeting Members in the Pledge of Allegiance.

Nolan Dunphy, James Alperstein, Adeline Weisel, Julia Cohen, Hanna Leiman, Avery Brodsky, Allison Lanza, Reid Schauman, Ian Bone, Allegra Franco, Simran Campanella, Dylan Helfman, Leila Agne, Nick Buckley, Mackin Reilly, Max Goldberg, and Bella Lee, Third graders from the Hillside School, under the direction of Ms. Shelley Santaniello sang "It's a Grand Old Flag".

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Heike Werder, Associate Minister, First Congregational Church of Needham, UCC, gave the invocation.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator stated that Town Meeting Members should only sit in the rows designated as indicated by Marshall Steven Jacques. He further noted that there are two microphones which must be used for comments from the floor. Tonight these microphones are being provided to you by Ryan Cohen and Noah Ramos.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address remarks to the Moderator. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodations may be made.

2. Anyone entering or exiting the hall while we are in session must use care not to disrupt the session and in particular, must not slam the doors.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons may be brought into the hall.

5. No hats in the hall may be worn except by uniform personnel or for medical reasons.

6. Members and attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Unanimous consent was given to adopt the following limits of debate:

Committee Chairpersons, Proponents, Attorneys representing proponents – 15 Minutes.

Town Meeting Members, non-Town Meeting Members, visitors other than attorneys – 5 Minutes in total per article.

Rules concerning budget and Cash Capital Articles

In keeping with our tradition, the Moderator sought consent for a rule of procedure and debate for discussion under

Article 15, the Fiscal Year 2018 Operating Budget, as well as under Articles 16, 17, and 18, the enterprise fund budgets and Article 38, the consolidated Cash Capital Article. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the moving party identifies another line item or items that will be reduced in order to fund the proposed increase.

The adoption of the Rules concerning budget and Cash Capital Articles was presented and passed by majority vote as declared by the Moderator.

Hearing no objection, the Moderator finds by majority vote that the remaining rules of practice concerning debate and rules of procedure as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator noted that there are no changes in affirmative motions.

The Moderator announced that the proponents no longer have an interest in Articles 4, 52, and 55 and requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 4, 52.and 55.

The Moderator announced that Articles 9, 39, 43, 44, and 46 are subject to motions to amend or other motions from the proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 3. No Town Meeting Members responded with "question" or "debate" to Articles 5, 6, 7, 10, 13, 16, 17, 18, 22, 42, 47, 49, 50, 51, 54, 57, and 61. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 5: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2018, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2017, the cumulative increase above the statutory limit was 100%.

MOVED: That the Town vote to accept, for fiscal year 2018, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption.

ACTION : So voted by unanimous consent.

ARTICLE 6: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2018. The voluntary fund received $7,292 in fiscal year 2016.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy.

ACTION: So voted by unanimous consent.

ARTICLE 7: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to $1,100 per year, which is applied to their property tax bills.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be raised from the tax levy.

ACTION: So voted by unanimous consent.

ARTICLE 10: APPROPRIATE FOR CLASSIFICATION AND COMPENSATION STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $80,000 for the purpose of funding a Town-wide employee classification and compensation study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This article will fund a comprehensive classification and compensation study for all general government (non-public safety) positions. The Town's current process is to conduct one study per year for each of five employee categories. The Town's existing classification system dates back to the 1980s, and is no longer supported by the original company that developed it. The Town intends to introduce a new classification system, and review all positions under the new structure. This process will help identify any internal inequities among position classifications, update the list of comparable communities, produce market-based salary and benefit data, and create updated position descriptions.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $80,000 for the purpose of funding a Town-wide employee classification and compensation study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash

ACTION: So voted by unanimous consent.

ARTICLE 13: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $610,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2018 program will fund duct cleaning at Town Hall and the Newman School, wood floor refinishing in multiple buildings, design and removal of the fuel tank at the DPW Garage, VCT floor replacement at the Broadmeadow School, office reconfiguration at the Mitchell School, and upgrades in the Pollard School Lecture Hall.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $610,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 16: APPROPRIATE THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

RTS Enterprise
FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$715,923	10.0	$766,816	10.0	$782,833	10.0	
101B	Expenses	$1,146,002		$1,278,969		$1,369,612		
101C	Operating Capital	$83,216		$86,500		$91,500		
101D	Debt Service	$147,012		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
	TOTAL	**$2,092,153**	**10.0**	**$2,307,285**	**10.0**	**$2,418,945**	**10.0**	
	FY2018 Budget Percentage Change from FY2017 Budget						4.8%	

and to meet this appropriation that $1,462,500 be raised from the tax levy and transferred to the RTS Enterprise Fund, and that $72,698 be transferred from RTS Retained Earnings, or take any other action relative thereto.

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and/or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2018 will be the fourth year of the funding model for the Recycling and Transfer Station Enterprise that includes a significantly higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was previously paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of $1,462,500 for FY2018 is $42,500 more than the current year. Direct financing of the facility through the tax levy expands access to the facility, and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. However, the General Fund contribution was able to be held at just three percent through a greater use of retained earnings. RTS revenues have increased as well, in part due to the rental income from SolarCity, the operator of the solar array on RTS property, but they have not kept pace with the increasing cost to operate a solid waste and recycling operation. There is a necessity to have a solid waste disposal and recycling program in place, and as the demands and expectations on the providers of these services grow, funding the cost will be a continuing challenge in the future. The Town will examine the accounting and financing methods used for these expenses in the coming year.

The recommended operating budget for FY2018 is $2,418,945 or $111,660 (4.8%) more than the FY2017 budget. The $16,017 (2.1%) change in salary and wages line reflects step and longevity increases for department personnel. The collective bargaining agreement with the NIPEA union expires on June 30, 2017. A successor agreement with the union had not been reached at the time of publication; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting. The RTS has 10 full-time employees, of which eight are members of the NIPEA union.

The $90,643 (7.1%) increase in the expense line is driven by higher cost of disposal, a greater amount being disposed, and changes in the recycling market which now has a greater cost being borne by the Town than in recent years. It is estimated that an additional 1,000 tons of solid waste is being processed at the RTS annually than just a few years ago. Although the costs to the Town for recycling are less than direct disposal of waste, the margin between the two is less because of the decrease in the revenue generated from recycling. The effect of the additional waste, higher costs for disposal, and the changes in the recycling market account for approximately 76% of the increase in the expense line. The budget for maintenance and repair of equipment and the facility has increased by $16,000. The balance of the increase is for various operational expenses that are higher due to contract prices, volume, and/or increased activity. The operating capital line is $5,000 (5.8%) more than FY2017, and the funds are to be used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule.

Debt service is level funded at $150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2018.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

RTS Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$715,923	10.0	$766,816	10.0	$782,833	10.0	
101B	Expenses	$1,146,002		$1,278,969		$1,369,612		
101C	Operating Capital	$83,216		$86,500		$91,500		
101D	Debt Service	$147,012		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
TOTAL		**$2,092,153**	**10.0**	**$2,307,285**	**10.0**	**$2,418,945**	**10.0**	
FY2018 Budget Percentage Change from FY2017 Budget							4.8%	

and to meet this appropriation that $1,462,500 be raised from the tax levy and transferred to the RTS Enterprise Fund, and that $72,698 be transferred from RTS Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 17: APPROPRIATE THE FY2018 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Sewer Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$919,582	12.0	$1,019,922	12.0	$938,603	11.0	
201B	Expenses	$342,585		$415,585		$431,060		
201C	Capital Outlay	$46,557		$50,000		$50,000		
201D	MWRA Assessment	$5,408,445		$5,718,107		$5,918,642		
201E	Debt Service	$1,054,039		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
TOTAL		**$7,771,208**	**12.0**	**$8,738,614**	**12.0**	**$8,873,305**	**11.0**	
FY2018 Budget Percentage Change from FY2017 Budget							1.5%	

and to meet this appropriation that $491,749 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $281,556 be transferred from Sewer Enterprise Fund Retained Earnings, or take any other action relative thereto.

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 144 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town will examine the accounting and financing methods used for these expenses in the coming year.

The operating budget of $8,873,305 for FY2018 is $134,691 more than the current FY2017 budget, an increase of 1.5%. This increase is primarily due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The assessment represents a 3.5% increase over the FY2017 budget and more than 4% over the anticipated actual expense for the current year. The administrative position in the sewer enterprise will be transferred to the water enterprise effective for FY2018. Going forward, management and administrative personnel who support the overall water and sewer operations will be centralized for a fairer distribution of cost. No new spending requests are presented with this budget. The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2018 Sewer Operations	FY2018 Drains Program	FY2018 Recommended Budget	FY2017 Sewer Operations	FY2017 Drains Program	Current FY2017 Sewer Budget
Salary & Wages	$604,816	$333,787	$938,603	$650,739	$369,183	$1,019,922
Expenses	$273,098	$157,962	$431,060	$265,840	$149,745	$415,585
Capital Outlay	$50,000	$0	$50,000	$50,000	$0	$50,000
MWRA Assessment	$5,918,642	$0	$5,918,642	$5,718,107	$0	$5,718,107
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$8,381,556	$491,749	$8,873,305	$8,219,686	$518,928	$8,738,614
	FY2018 Sewer Operations $ Change	FY2018 Drains Operations $ Change	FY2018 Sewer Enterprise $ Change	FY2018 Sewer Operations % Change	FY2018 Drains Operations % Change	FY2018 Sewer Enterprise % Change
Salary & Wages	-$45,923	-$35,396	-$81,319	-7.1%	-9.6%	-8.0%
Expenses	$7,258	$8,217	$15,475	2.7%	5.5%	3.7%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$200,535	$0	$200,535	3.5%		3.5%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$161,870	-$27,179	$134,691	2.0%	-5.2%	1.5%

The FY2018 sewer operations portion of the budget is $161,870 higher, an increase of 2.0% over the current year. The preliminary MWRA assessment for FY2018 is $200,535 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2018 drains operations portion of the budget is $27,179 (-5.2%) less than the current year.

The salary and wages line is $938,603 for FY2018 which is a decrease of $81,319, or 8%. Presently the sewer division has 12 full-time employees of which 11 are members of the NIPEA union. However, as noted before, one position will be shifted to the water enterprise beginning in FY2018. If the position was not moved, the salary and wage line would have shown a decrease of $27,694 or 2.7% less than the current year. A successor agreement with the union had not been reached at the time of publication; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The expense line is $431,060 which is $15,475 or 3.7% more than the current year. The FY2018 budget has an increase of $15,000 for repair and maintenance of equipment and facilities, however, $7,565 of the increase was offset with a decrease in vehicle supplies and fuel. The change is based on actual activity during the past three years. There is an increase in contracted services related to debris disposal from catch basin cleaning and sweeping ($1,660). The balance of the increase covers costs associated with the emergency notification systems for the sewer pump stations, required police details when sewer system repairs are performed under public way, construction materials for the drains, and energy expenses to operate the sewer pump stations.

The operating capital line is level funded at $50,000 for FY2018. This budget line pays for grinder replacements and allows the department to continue its annual $25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2018 is the replacement of the West Street pump station grinder (the #2 pump was replaced this year) and replacement of a pump at the Alden Road pump station.
The sewer debt service budget line is also level dollar at $1,500,000 for FY2018, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2018. The budget plan for FY2018 includes the use of $281,556 from sewer retained earnings. The $491,749 to be transferred from the tax levy is to pay for drains-related programs; this is a decrease of $28,097 from FY2017.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Sewer Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$919,582	12.0	$1,019,922	12.0	$938,603	11.0	
201B	Expenses	$342,585		$415,585		$431,060		
201C	Capital Outlay	$46,557		$50,000		$50,000		
201D	MWRA Assessment	$5,408,445		$5,718,107		$5,918,642		
201E	Debt Service	$1,054,039		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
TOTAL		**$7,771,208**	**12.0**	**$8,738,614**	**12.0**	**$8,873,305**	**11.0**	
FY2018 Budget Percentage Change from FY2017 Budget							1.5%	

and to meet this appropriation that $491,749 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $281,556 be transferred from Sewer Enterprise Fund Retained Earnings.

ACTION : So voted by unanimous consent.

ARTICLE 18: APPROPRIATE THE FY2018 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Water Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,059,095	16.0	$1,134,686	16.0	$1,226,141	17.0	
301B	Expenses	$1,022,887		$1,079,267		$1,107,888		
301C	Capital Outlay	$30,500		$4,000				
301D	MWRA Assessment	$1,012,962		$1,043,468		$1,114,185		
301E	Debt Service	$1,543,596		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
TOTAL		**$4,669,040**	**16.0**	**$4,886,421**	**16.0**	**$5,073,214**	**17.0**	
FY2018 Budget Percentage Change from FY2017 Budget							3.8%	

or take any other action relative thereto.

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public

and private hydrants, 3,400 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2018 is $5,073,214 (3.8%) more than the FY2017 budget. The two contributing factors in the increase for FY2018 are the MWRA assessment for the Town's use of water, and the movement of positions between the water and sewer enterprises. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2018 water assessment is based on CY2016 water use. The Town's use of MWRA water was up approximately 7.6% from the prior year. The preliminary water assessment for FY2018 is $1,114,185 which is $70,717 (6.8%) more than the appropriation for this year and is 7.2% higher than the anticipated actual payment to the MWRA for FY2017. The final assessment from the MWRA is not expected until the end of the State budget process. The change to the administrative assignments moves one position from the sewer enterprise (reducing the number of positions in the sewer division from 12 to 11) to the water enterprise (increasing the number of positions from 16 to 17).

Water Production	CY2014	CY2015	CY2016
Water Production*	1,235.9	1,256.8	1,217.3
Water Production from MWRA	279.0	304.1	327.1
Water Production from Town Wells	956.9	952.7	890.2
Percentage from MWRA	22.6%	24.2%	26.9%
*millions of gallons			
Water meters replaced	1,242	1,203	1,348
Percentage of the total number of water meters in place for that year	8.4%	8.3%	9.3%

The salary and wage expense line shows an increase of $91,455 (8.1%) over the FY2017 budget. The FTE increase is due to the centralization of the managerial and administrative functions which was disclosed in the sewer enterprise explanation. There was a corresponding decrease in the number of FTEs in the sewer enterprise. The change to the salary and wage line before the move of the position would have been $37,837, or approximately 3.3%. The change will be effective July 1, 2017. The water enterprise will have 17 full time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The Town has collective bargaining agreements with both unions for FY2017. However the NIPEA contract expires on June 30, 2017, and at the time of publication a successor agreement with the union had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The water expense line is $28,621 higher than the FY2017 budget, approximately 2.7% more. Approximately 46% of that increase ($13,082) is for electricity. This increase is related to the higher cost for power and the opening of the new water pump station at St Mary's last year. St Mary's is the pump station that is connected to the MWRA water feed for Needham. Professional and technical services increased by $12,925 to pay for costs associated with meter testing, water tank inspections, water quality testing, and well and pump testing. Similar to the sewer enterprise, there is an increase for the emergency notification system ($2,500) and for services related to water system repairs ($11,680). Some of the cost was offset by decreases in the cost of various supplies used by the division, most notably brass fittings. There was also a reduction of $5,000 in the governmental charges account.

There is no request for operating capital for FY2018, a reduction of $4,000 from FY2017. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2018.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2018, under the provisions of Massachusetts General Law Chapter 44, Section 53F½:

Water Enterprise

FY2018

Line #	Description	FY2016 Expended	FTE	FY2017 Current Budget	FTE	FY2018 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,059,095	16.0	$1,134,686	16.0	$1,226,141	17.0	
301B	Expenses	$1,022,887		$1,079,267		$1,107,888		
301C	Capital Outlay	$30,500		$4,000				
301D	MWRA Assessment	$1,012,962		$1,043,468		$1,114,185		
301E	Debt Service	$1,543,596		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
	TOTAL	**$4,669,040**	**16.0**	**$4,886,421**	**16.0**	**$5,073,214**	**17.0**	
	FY2018 Budget Percentage Change from FY2017 Budget						3.8%	

ACTION : So voted by unanimous consent.

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2018 awards amounts had not been released.

MOVED: That the Town vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation.

ACTION: So voted by unanimous consent.

ARTICLE 42: APPROPRIATE FOR HIGH SCHOOL CHILLER REPLACEMENT DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $125,000 for engineering and design for the replacement of the High School chiller, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The purpose of this funding is to replace the 300 ton chiller at the High School. This unit stopped functioning last year. An examination of the chiller revealed that repair was not practical and a new unit is required. The Public Facilities Department rented a temporary chiller last year and will again this year for the cooling season while the High School Expansion Study was underway. The goal of the project is to replace the broken unit prior to the 2018 cooling season. The new unit will meet contemporary energy codes and therefore be more efficient to operate. Chiller sizing, location, piping, filters, water cleaning, energy management programming and connection to the existing chilled water piping system will all be a part of the detailed design. Additional funding will likely be requested at the 2017 Fall Special Town Meeting so that the project can proceed according to schedule.

MOVED: That the Town will vote to raise, and/or transfer and appropriate the sum of $125,000 for engineering and design for the replacement of the High School chiller, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

ACTION: So voted by unanimous

ARTICLE 47: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $710,342 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Transfer Station Floor Replacement	$166,000	
RTS	Property Improvements	$290,000	
RTS	Fleet Replacement – Specialized Equipment	$254,342	
		$710,342	

Article Information:

Recycling And Transfer Station Property Improvements
This will fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve functionality. Funding requested for FY2018 will support the reorganization of the Materials Processing and Composting Areas. The RTS receives and stores various construction materials generated both from Town projects and paying customers at its Materials Processing Area (MPA). In 2014 it was determined that the MPA was in need of better organization due to the inflow of various materials and its proximity to wetlands. Much of the material stored on site has become commingled and difficult to separate, resulting in materials that are difficult to reuse or market. Given that the Materials Processing Area is now accepting additional aggregate material and will be conducting an annual rock crushing operation, an opportunity exists to develop this area to better store, categorize and utilize materials in a manner that is conducive to limiting or negating adverse impacts to the adjacent wetlands. To bring better organization to the Materials Processing Area and ensure that operations do not adversely impact the wetlands, the RTS plans to purchase approximately 10,000 square feet of block face made up of interlocking precast concrete blocks that will be delivered and installed at the site in accordance with an engineering plan to create ten material storage bins with dimensions of 25' wide x 30' deep x 10' tall. If the proposed storage building is moved to the Materials Processing Area, the blocks can be disassembled and reassembled at a different location.

Transfer Station Floor Replacement
The Municipal Solid Waste (MSW) transfer building was built in 1998. The concrete floor is original to the building and is in poor condition. The condition is the result of heavy equipment operating across the surface each working day since the building was constructed, which has slowly eroded the concrete and exposed rebar in many places. The protruding rebar and ruts in the concrete floor can be a hazard to both staff and the general public using the facility. The RTS plans to replace the entire MSW tip floor. This will require the floor to be jackhammered, the existing rebar removed and the ground surface prepared for new rebar and concrete. The dimensions of the MSW transfer building floor are 40 feet by 56 feet, eight inches (approximately 2,260 square feet).

Fleet Replacement – Specialized Equipment
Unless circumstances require otherwise, the RTS fleet replacement – specialized equipment planned for FY2018 includes the following:

Unit/Division	Year	Replacement	Amount
80/RTS	2010	Packer Truck	$211,256
67/RTS	2004	Vermeer Grinder	$43,086

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $710,342 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings.

Group	Description	Recommended	Amendment
RTS	Transfer Station Floor Replacement	$166,000	
RTS	Property Improvements	$290,000	
RTS	Fleet Replacement – Specialized Equipment	$254,342	
		$710,342	

ACTION: So voted by unanimous consent.

ARTICLE 49: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $196,074 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Specialty Equipment Unit #115 Excavator	$132,000	
Water	Fleet Replacement	$64,074	
		$196,074	

Article Information: The FY2018 request is to fund the replacement of Unit #115. The current 2008 excavator is used for water/sewer/drains projects including responding to emergencies. At the time of the requested replacement, the excavator will be ten years old. The replacement will be an upgraded version of the existing piece of equipment, which will make operations more efficient as it will be able to dig deeper to replace catch basins, excavate the whole bottom length of water pipe at proper depth because of its longer reach, help to install larger precast structures, and move steel road plates more easily because of an increased lifting power. The anticipated make and model will be a Komatsu PC88MR-10 or equivalent with a 12 year lifecycle. Unless circumstances require otherwise, the Water core fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
20/Water	2009	Toyota RAV4 Hybrid	$34,729
24/Water	2009	Ford Transit Connect	$29,345

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $196,074 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings.

Group	Description	Recommended	Amendment
Water	Specialty Equipment Unit #115 Excavator	$132,000	
Water	Fleet Replacement	$64,074	
		$196,074	

ACTION: So voted by unanimous consent.

ARTICLE 50:
APPROPRIATE FOR WATER SERVICE CONNECTIONS

To see if the Town will vote to raise, appropriate and/or transfer the sum of $1,000,000 for Water Service Connections, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

Article Information: The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this replacement does not occur, an element of the subsurface infrastructure remains susceptible to failure before the useful life of the reconstructed roadway has been realized. System-wide, there are approximately 1,220 services that still need to be replaced in the system. The Town's cash capital plan provided $200,000 annually for this ongoing program. Because of the availability of this special loan program from the Commonwealth, the Town can maximize resources by combining the five year plan into one authorization. This will also allow the Town to proceed faster with the replacement of the old iron connections, some of which may contain lead.

MOVED: That the Town vote to raise, appropriate and/or transfer the sum of $1,000,000 for Water Service Connections, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust

(MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project.

ACTION: So voted by unanimous consent.

ARTICLE 51: APPROPRIATE FOR WATER DISTRIBUTION SYSTEM IMPROVEMENTS

To see if the Town will vote to raise, appropriate and/or transfer the sum of $1,300,000 for Water Distribution System Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

Article Information: The fiscal year 2018 – 2022 CIP combines all water distribution system Improvements into one article including water system rehabilitation and water main replacement.

Water System Rehabilitation
Under the Water System Rehabilitation Program, the Town's water infrastructure is routinely analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, funding for FY2018 will support the rehabilitation of Alfreton Road from Highland Avenue to Webster Street (unlined), Bennington Street from High Street to Concord Street (unlined) and Country Way (unlined).

Water Main Replacement
This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with a bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street. In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue. The current project will be replacing a 14" water main with a new 16" water main. This project includes replacing the pipe and reconstructing the road. Unless circumstances require otherwise, FY2018 funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Central Avenue at Pine Street to Marked Tree Road to Oak Street and Maple Street.

MOVED: That the Town vote to raise, appropriate and/or transfer the sum of $1,300,000 for Water Distribution System Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project.

ACTION : So voted by unanimous consent.

ARTICLE 54: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate $28,051 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be

transferred from Free Cash; or take any other action relative thereto.

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of $28,051 is equal to the amount that the Town received from the sale of surplus equipment during FY2016. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 2017 was $704,861.

MOVED: That the Town vote to raise, and/or transfer and appropriate $28,051 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 57: AMEND GENERAL BY-LAW / DENIAL, REVOCATION, SUSPENSION OR NONRENEWAL OF LICENSES OR PERMITS

To see if the Town will vote to amend the General By-Laws by deleting Section 4.4.1.1 and inserting in place thereof the following:

"4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board."

Or take any other action relative thereto.

Article Information: In 1990, the Town adopted Massachusetts General Law Chapter 40, Section 57 and established a Town By-Law that allows the collector to issue a delinquency list to Town boards, committees, and departments of individuals and businesses that are delinquent in paying their local taxes, charges and/or fees. This delinquency is grounds for denial, suspension, revocation, or non-renewal of local licenses and permits, until such charges are paid or otherwise addressed. A recent change in the law with passage of the Municipal Modernization Act allows the collector to issue a delinquency list more than once per year. The collector may now include all delinquent taxes, charges and fees and not just those which are more than one year overdue. In order to allow these actions, the Town must amend its By-Law to mirror current state law. The current By-Law section would be changed by the amendment above by inserting after the words "...shall annually," the words "and may periodically," and striking the words "for not less than a twelve month period" that followed the words "...assessments, betterments or other municipal charges."

MOVED: That the Town vote to amend the General By-Laws by deleting Section 4.4.1.1 and inserting in place thereof the following:

"4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually, and may periodically, furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board."

ACTION: So voted by unanimous consent.

ARTICLE 61: ACCEPT GRANT OF ACCESS EASEMENT / 1242 SOUTH STREET

To see if the Town will vote to authorize the Selectmen to accept a grant of access easement by 1242 South Street LLC to the Town of Needham as shown on a plan entitled "1242 South Street, Definitive Subdivision Plan" on file with the Planning Board; or take any other action relative thereto.

Article Information: As a condition of approval of the 1242 South Street Subdivision, the Planning Board required that the Developer grant the Town a grant of access easement. The access easement allows for passage by foot or vehicle over the private way, consistent with the manner in which streets are customarily used. Town Meeting approval of such easements is required in order for them to be effective.

MOVED: That the Town vote to authorize the Selectmen to accept a grant of access easement by 1242 South Street LLC to the Town of Needham as shown on a plan entitled "1242 South Street, Definitive Subdivision Plan" on file with the Planning Board.

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the balance of the articles.

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

Mr. Richard Zimbone, Chairman, presented the Finance Committee Report as follows:

Over the past few years, the Finance Committee has presented a report under Article 2 to Town Meeting before turning to the business of the warrant. This report is used to inform the Members when there are fiscal issues that have a significant impact on the understanding and discussion of individual warrant articles.

Two years ago, in this report, the Finance Committee laid out the Town's Facilities Master Plan showing the Town's significant capital projects, and the plan to finance those projects. A number of the projects are now underway, and the Town is carefully crafting and tweaking the capital financing plan to keep ourselves on track. I will update the Members on the current status of that financing plan a bit later in my remarks.

Last year, we described the Town's recent uptick in recurring revenue. This additional revenue mostly came in the form of property taxes due to increased development and resulting higher property values at Needham Crossing. This revenue is appropriate for use to pay for recurring or operating expenses. Some has been used for current increased operating needs, some has been set aside to be used for increased debt payments for capital projects, and some for planned increases in services, most notably the implementation of full-day kindergarten, and additional public safety staffing needed to meet increasing demands.

This year, the Finance Committee would like to review with the Members an unusually high level of nonrecurring funds that are available for appropriation at this Annual Town Meeting. You may have noticed that a large number of articles in this Annual Town Meeting warrant will be funded with cash—19 articles in the Annual Town Meeting warrant and 4 articles in the Special. This includes three articles which will be amended to shift the funding source from debt to cash.

This fiscal year is unusual, as there are two large sources of extraordinary cash that are now available for appropriation, the overlay surplus account and free cash

While we expect some amount of cash to be available every year from both the overlay surplus and from free cash because of the Town's conservative planning and budgeting approaches, the unexpectedly high levels of cash that are available for appropriation at this time cannot reasonably be expected to continue year after year.

The overlay account is a reserve account that the Town is required to fund through the tax rate in order to have funds available for tax abatements or exemptions, or for uncollectable taxes. The overlay account provides protection so that the Town will not have a loss of revenue when a tax abatement or statutory exemption is granted, or a tax becomes uncollectable.

The amount in the overlay account is determined by the Assessors. The Board of Assessors may release funds from the overlay account after the close of a fiscal year when claims for abatements and exemptions are resolved and uncollected taxes have been secured. At the end of FY16, the last fiscal year which ended in June 2016, there were several significant issues that had been resolved which then allowed for contingency funds to be released because there was no longer uncertainty. These issues included a significant outstanding personal property tax account that was paid, an abatement application that was resolved, and a legal loophole that was closed by the State legislature. With fewer potential liabilities pending, the Board of Assessors was able to release the contingency funds from the overlay account.

This year there was $3.0 million of cash released from the Overlay Surplus account, compared to the normal amounts at the $500,000 level.

The other source of extraordinary funds that are available for appropriation this year is free cash.

Free cash is money that is left over at the end of a fiscal year. It occurs when revenues are greater than expenses, such as when revenues come in higher than assumed, or when expenditures are lower than expenses. Because Needham consistently budgets and spends in a conservative manner, we have some level of free cash every year.

At the close of fiscal year 2016, there was more free cash than usual for several reasons. First, revenue growth was stronger than anticipated. Second, departments turned back more unused funds than usual at the end of last year. Third, after a mild winter and limited draws on the Reserve Fund, the Reserve Fund ended the year with a substantial balance. Fourth, there was a significant amount of free cash ($700,000) that was not appropriated last year that then flowed into this year's free cash. Finally, the Department of Revenue certified the Town's Free Cash at a much greater percentage (67%) of the Town's unassigned fund balances as compared to the two prior years at 45% and 47%.

The total amount of free cash that was certified by the Department of Revenue for this year and that can be appropriated for current needs or toward fiscal 2018 expenses is $13.85 million.

The original spending plan for FY18 was developed assuming $8.6 million of free cash. As a result, there will be several proposed amendments seeking to change the funding sources for those articles from debt to cash. The intent of this action is to take some pressure off of the debt capacity in the near term as we engage in a number of extensive capital projects, while keeping all programs funded in accordance with the master plan. We also plan to hold back approximately $2.3 million, which will not be appropriated this year and will flow through into next year's free cash to be used in a similar fashion.

At this point, I want to briefly discuss the impact of this extraordinary cash on our capital financing plan moving forward. Fortunately, we are able to use these one-time funds to reduce the amount of borrowing to pay for our capital projects.

Even with the use of this available cash, the latest capital financing plan projects that the debt service allowance within the levy will exceed the 3% limit during the 2020 to 2023 time period. The current plan assumes the use of debt stabilization reserve funds to buy down or subsidize those amounts in order to maintain the 3% limit.

With major projects such as the replacement of the public safety buildings, the construction of a new public works

storage facility and the replacement of the Mitchell School as contemplated by our capital plan, we are projecting that at least two more debt exclusion overrides will be required to pay for these projects within the next 5 to 8 years. This will be necessary even with the use of this one-time cash influx and the use of some reserve accounts in the near future to mitigate the need for borrowing.

With these and other significant projects in the capital plan, the estimated annual debt service is projected to exceed the 10% guideline for an approximate 15 year period from FY2019 through FY2033 with the peak year in FY2023 at 13.3%.

From the Finance Committee's perspective, we are concerned with the debt service projections as high as they are now forecast. We believe that we are at our debt capacity limits. Without this year's influx of cash or the use of reserve accounts in future years, we would be looking to delay or defer some of the proposed capital projects. Moving forward, we expect to see a rise in interest rates as the economy is stimulated and the Fed increases interest rates to curb the impacts of inflation.

In conclusion, we can't always plan on having a cash windfall like this year in our future. We must continue to plan prudently and conservatively, and to prioritize our needs going forward. We live in uncertain times. While we may feel comfortable with the availability of this extraordinary one-time cash windfall, let's continue to act prudently and not overextend ourselves or burden our future with significant debt and no flexibility.

The Moderator advised that there were no additional committee reports and declared the article disposed of.

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2017, as required by Massachusetts General Law, Chapter 41, Section 108:

Town Clerk	$82,143
Town Clerk with 6 years of service in that position	$99,839(1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $6,989, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with Massachusetts General Law Chapter 32 or sooner, in an amount not to exceed $58,475. The annual salary of $99,839 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,272. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,381; or take any other action relative thereto.

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2017, as required by Massachusetts General Law, Chapter 41, Section 108:

Town Clerk	$82,143
Town Clerk with 6 years of service in that position	$99,839(1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $6,989, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with Massachusetts General Law Chapter 32 or sooner, in an amount not to exceed $58,475. The annual salary of $99,839 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,272. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,381.

Mr. Daniel P. Matthews, Selectman, addressed this proposal. He explained that the stipend for the Board of Selectmen has been the same for 40 years. The other salary is for the full time department managerial position of Town Clerk and is in line with other departmental managerial positions. The two line items under Town Clerk are designated for a newly elected Town Clerk and an existing clerk with 6 or more years in the position.

Mr. Richard J. Lunetta, member, recommended adoption on behalf of the Finance Committee.

Mr. David J. Ecsedy suggested that the stipend for the Board of Selectmen should be increased at a future Town Meeting. Lois Sockol rose in agreement.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018.

Article 4 was withdrawn earlier this evening (May 1, 2017).

Article 5 was adopted by unanimous consent earlier this evening (May 1, 2017).

Article 6 was adopted by unanimous consent earlier this evening (May 1, 2017).

Article 7 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 8: APPROPRIATE FOR MATCHING FUNDS N^2 INNOVATION DISTRICT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $20,000 for the purpose of funding the N^2 Regional Innovation Organization, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Under the auspices of the Newton/Needham Chamber of Commerce, the N^2 Regional Innovation Organization is in the process of raising $325,000 to implement the recommendations of a 2016 study to promote targeted, sustainable, and well-planned development in the N^2 Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. The Chamber has requested that the Town contribute a matching grant in the amount of $20,000.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $20,000 for the purpose of funding the N^2 Regional Innovation Organization, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Mt. Matthew D. Borrelli, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that this project will be overseen by the Newton/Needham Chamber of Commerce to promote and encourage economic development in the N2 Innovation District. The Chamber is requesting that the Town contribute a matching grant of $ 20,000. The Board of Selectmen unanimously request adoption of this article.

Mr. Barry J. Coffman, member, requested adoption of this proposal on behalf of the Finance Committee.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote by the Moderator.

ARTICLE 9: APPROPRIATE FOR ENVIRONMENTAL ASSESSMENT OF NEEDHAM LANDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for the purpose of funding environmental assessments at Ridge Hill Reservation, the NIKE Site, and Walker Pond, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This funding request is for two separate environmental assessment projects for the Town. The first is related to the NIKE Site and Ridge Hill Reservation. Representatives of the Board of Selectmen and the Conservation Commission have met to discuss general concepts for the potential re-use of the NIKE site and the three acre portion of Ridge Hill Reservation under the jurisdiction of the Selectmen. An initial assessment of the land is necessary to identify important ecological functions, identify existing infrastructure and constraints to installation of infrastructure (including cost premiums), analyze which portions of land are most appropriate for development/redevelopment, analyze site access and traffic movements in the vicinity of the subject property, and preparation of a written report detailing the findings of the assessment with a presentation of the findings to Town leadership. The second assessment is related to Walker Pond. The Town has been contacted by abutters to Walker Pond expressing concern over the health of the pond. Walker Pond is co-owned by several property owners and by the Town of Needham. The primary concerns involve the large volume of weeds in the pond and shrinking area of open water. The Conservation Commission has agreed that the condition of the pond is deteriorating, and seeks this study to identify long-term measures that will improve the health of the pond.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $35,000 for the purpose of funding environmental assessments at Ridge Hill Reservation, the NIKE Site, and Walker Pond, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Daniel P. Matthews, Selectmen, advised that the Board of Selectmen vote unanimously to approve this article.

Mr. Thomas M. Jacob, member, addressed this proposal on behalf of the Finance Committee. He explained that the

inance Committee unanimously supports this article which equests funding for two separate environmental projects - 25,000 for Ridge Hill and $10,000 for Walker Pond.

Mr. Matthews explained that for the Ridge Hill project ncludes building a road to connect two sections of Ridge Hill vithout leaving the property.

Mr. Tal Achituv, non-Town Meeting Member and eighbor to Walker Pond spoke in support of the Walker Pond nvironmental assessment.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote by the Moderator.

ARTICLE 10 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 11: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $100,000 for the survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Ms. Marianne B. Cooley, Chairman, addressed this proposal on behalf of the Board of Selectmen. She explained that this article would allow the Town to conduct land surveys that have never been done which would eliminate delays and added costs to projects requiring these surveys.

Ms. Carol Smith-Fachetti, member, recommended adoption on behalf of the Finance Committee

Ms. Jeanne S. McKnight, member of the Planning Board, spoke in favor of this article.

ACTION: The main motion was presented and carried by unanimous vote.

At this time, Ms. Marianne B. Cooley, Chairman, Board of Selectmen, for the convenience of the members of the Planning Board, moved to set Articles 23 through 31 to a time certain, specifically following the opening of the Adjourned Annual Town Meeting on Wednesday, May 3, 2017.

Mr. Stephen K. Epstein moved to divide Ms. Cooley's motion into two motions divide - the first motion to divide to include Articles 23 – 30 and the second motion to divide to include Article 31. The motion to divide was presented and carried by voice vote.

The first motion to set Articles 23 to 30 to a time certain was presented and carried by majority vote on a voice vote declared by the Moderator.

The second motion to set Article 31 to a time certain was presented, but it failed to pass by voice vote declared by the Moderator.

ARTICLE 12: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $250,000 for municipal fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This project will implement a refurbishment program for all large equipment that will enable the Town to extend the life-cycle of municipal vehicles. By investing additional resources into planned equipment maintenance, the Town will increase operational safety and eventually reduce reactive maintenance.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $250,000 for municipal fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. John A. Bulian, Selectman, recommended adoption of this article on behalf of the Board of Selectmen.

Ms. Louise L. Miller, member, advised that the Finance Committee unanimously supports this article.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 13 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 14: APPROPRIATE FOR FULL-DAY KINDERGARTEN SPACE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for a Full-Day Kindergarten space study to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This article will fund a space planning study for Full-Day Kindergarten. The purpose of the study is to develop a plan for accommodating the kindergarten population within the District's five elementary schools and swing space. According to a preliminary analysis completed in June 2015 (and updated in December 2015), up to five additional classrooms could be needed in the year of initial implementation, to accommodate the projected population of kindergarteners at an average class size of 20 students. These classrooms could be provided by repurposing non-traditional space at each elementary school, such as art/music/world language/technology classrooms, or by using vacant space at the Hillside School. The study would identify needed retrofits to the space, and develop a project budget and funding timeline for these improvements, which are timed with a September 2019 (FY2020) preliminary implementation date for Full Day Kindergarten in Needham.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $50,000 for a Full-Day Kindergarten space study to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Ms. Marianne B. Cooley, Chairman, Board of Selectmen, requested School Committee Chairman, Heidi C. Black, to address this article first.

Heidi C. Black, Chairman, reported that this article is to appropriate money for a Full-Day Kindergarten space study. A preliminary analysis suggested the need for up to five additional classrooms could be needed to accommodate the projected population of kindergarteners at an average class size of 20 students.

Ms. Marianne B. Cooley, Chairman, stated that this has been a long-time coming and the Board of Selectmen unanimously supports this proposal. She noted that the target date is 2019.

Mr. Barry Coffman, member, supported this proposal On behalf of the Finance Committee.

Mr. Gerald C. Rovner asked if there was an inventory of classrooms, what will happen to class displacement such as art classes, and what is the roll of the Hillside School? In response to these inquiries, Heidi Black explained that kindergarten enrollment is on the high side, displacement could be "art on a cart", and the Hillside School will remain under the School Committee for many years. If a decision was made to use the Hillside School for Kindergarten, the building would be brought up to snuff.

Ms. Lois Sockol noted that the Town is building a new school and questioned why the Town can't come up with five kindergarten classrooms. Ms. Karen Shapiro questioned the need for extra classrooms when there are already five half-day kindergarten classrooms. Ms. Black explained that KASE used those classrooms after the half day classes.

After a brief discussion, Mr. Thomas M. Harkins moved the previous question. The motion was presented and carried by a two-thirds vote declared by the Moderator on a voice vote.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 15: APPROPRIATE THE FY2018 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,689,482, from the overlay surplus in the amount of $900,000, from amounts reserved for debt exclusion offsets in the amount of $80,807, and $449,163 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

MOVED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,689,482, from the overlay surplus in the amount of $900,000, from amounts reserved for debt exclusion offsets in the amount of $80,807, and $449,163 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Mr. Richard Zimbone, Chairman, presented the report of the Finance Committee on the 2018 Operating Budget under Article 15:

This is the Finance Committee's 106th annual report to the town. In order to develop our recommended operating budget, the Committee has worked closely with both the Town Administration, the School Department, and the School Committee. We would like to express our continued appreciation for their efforts to prioritize their needs, and balance those needs against the fiscal realities that we continue to deal with in today's economic environment.

Mr. Zimbone noted that there is a detailed discussion of the budget in our letter to town meeting on pages 1 through 7 of the warrant and that he would not repeat that discussion tonight. Instead, he will highlight specific aspects of the budget to help provide some added clarity and a better understanding of the issues and potential areas of concern moving forward.

The Finance Committee believes that the FY18 Operating Budget is reasonable, prudent, and fiscally sound, and will allow the Town and the School Department to maintain the outstanding level of services currently being provided to all residents. Let me highlight some key aspects of the budget …

- Revenues continue to grow due to new construction and an expanded tax base. This year General Fund revenue

increased by 7.3%. This increase has enabled us to meet most all of the budgetary requests by the Town Departments.

- This growth has also enabled the Town to invest in one-time expenses and to reserve funds for future needs. Working with the Town Manager and the Superintendent of Schools, we were able to set aside operating funds in anticipation of the need to increase public safety staffing and for the proposed full day kindergarten program in the upcoming years.

- In 2016, the Town saw the start-up of the new solar array at the recycling facility. This renewable energy project will help mitigate the town's future energy costs while also providing additional revenue to the town in the form of ongoing lease payments for the facility.

He explained some of the key drivers on the operating expense side of this year's budget.

- The biggest budget increase this year is in Town wide expenses. Overall, Town wide expenses are increasing by 9.2%.

- One of the major drivers in this area is the Debt Service Budget line. After 3 straight years of decline, the FY2018 debt service budget is increasing by 12.7% or over $1.4 million. This line item covers payments for outstanding debt obligations, including debt within the 3% levy, Community Preservation Act debt and excluded debt from voter overrides. This line item will continue to increase significantly in future years with major capital projects authorized or planned, including the debt expense associated with the new school on Central Avenue, as well as expected override votes for the two new public safety buildings, the DPW storage facility and Mitchell school replacement. In future years, these debt service increases will compete for funds against other needs in the operating budgets of the town departments and the schools.

- Also within Town wide expenses, the Retirement Assessments line item is increasing by 9% or approximately $608,000. This line item covers pensions for retirees as well as the unfunded pension liability. The primary driver of this increase is the reduction in the assumed rate of return for pension assets by 25 basis points or one quarter of one percent from 8% to 7.75%. Further reductions in the assumed rate of return can be expected as we move forward, which will result in increases in future contributions to this line item.

- Similarly, the Retiree Insurance and Insurance Liability Fund line item (also known as OPEB) is increasing by 9.8% or approximately $546,000. This increase is also attributed to a reduction in the assumed rate of return. We expect that this line item will also increase in future years as a new actuarial analysis is being performed in 2017.

- Shifting away from Town wide expenses, Municipal Department budget increases remain low for this year. Nearly all Departments have budget increases of 5% or less.

- This year, working with the School Department and the School Committee, we were able to fully fund the School Committee's voted request for funds. For the FY2018 budget, the School Department requested $68.3 million, an increase of 4.8% or approximately $3.2 million over last year. Heidi Black, the Chair of the School Committee, will discuss additional details of the School Department's budget following my remarks.

- The Finance Committee would like to commend the progress made by the School Department in addressing the escalating school transportation costs and ever increasing costs for special education. Several new Special Education programs have been successfully implemented within the district, which will reduce the need for out-of-district placement, thus mitigating future increases in Special Education costs. With respect to transportation costs, new contracts have been negotiated that have enabled the Department to contain school transportation expenses going forward.

In conclusion, Mr. Zimbone offered a few words of caution.

First, cutbacks in the federal budget and the prospect of inflationary pressure as the economy ramps up with higher growth, will place an added burden on our ability to meet our needs moving forward and provide the level of services we have come to expect from our town.

Second, the Town has plans for a number of significant capital projects on the horizon. When considering each of these projects, the Town must prioritize the benefits of each project against the effects of the project on the Town's ability to meet its debt service requirements, the long term implications on the operating budget, and ultimately the burden placed on the individual taxpayer.

In closing, Mr. Zimbone thanked all of the individuals who've worked with us to develop this year's Operating Budget and who dedicate their time and effort in serving our community.

He asked for support and approval of the 2018 Operating Budget as submitted.

The Moderator proceeded to call out each line item in the budget.

Under Line Item 67, Mr. Zimbone advised David Dirks that the current status is 6%.

In response to an inquiry from Terence P. Noonan under Line Item12B, Mr. Zimbone noted that Town Counsel expenses include land acquisition, contract negotiations, as well as ongoing legal costs.

Under Line Item 21, School Committee Chairman, Heidi C. Black, presented the highlights of the Fiscal Year 2018 School Budget as well as provide you with the context for our FY18 budget request.

It's been a busy year! The first phase of a High School expansion project was completed and the newly expanded and renovated cafeteria opened just in time for the start of school. The student dining experience has been significantly improved by the additional space, bright light that shines through the windows, and the aesthetically pleasing design that blends in with the rest of the existing space, inside and out. The cafeteria now works double duty and has become an area for large groups to gather, teacher professional development, student club meetings, and myriad other purposes that the high school was unable to accommodate

until your generous support. If supported by Town Meeting, the second component of this project will create badly needed instructional space. Last fall, you generously funded the feasibility study, and I look forward to updating you about exciting next steps when we ask for design funds, later on in Town Meeting.

The School Committee is delighted with the support we received from the community in November when the Town voted to construct a new elementary school on Central Ave. Planning is well underway. We partnered with the Massachusetts School Building Authority, hired an architectural team that is working with our PPBC and Hillside principal, faculty and staff, to design a LEED certified school that will serve the community well into the future. In June, the School Committee will vote a name for this beautiful new building. We appreciate all the feedback and suggestions we have received from the public. We are thrilled and humbled with this important responsibility to name a new school in a way that is meaningful to our children and honors the broader community.

In addition to our own school building project, Needham overwhelmingly voted to remain in the Minuteman School District and support the construction of the new Minuteman High School, providing current and future Needham students with the chance to learn skills and competencies that match their talents and interests while receiving a first-rate education in a state-of-the-art building.

We are finally looking forward to bringing publicly funded Full Day Kindergarten to the Needham Public Schools. Our plan is coming together with the encouragement of parents, data from focus groups, input from our district leadership team, recommendation from the School Committee sub-committee,
These, and so many other reasons are why the Needham School Committee comes before you tonight asking for your approval of our proposed FY18 school operating budget, which totals a little over $68M and represents about a $3M or a 4.85% increase over the current year operating budget of $65M. As you know, The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects all applicable state and federal mandates, as well as the objectives and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved by you at this Annual Town Meeting. So many people play an important role in bringing the School Committee budget request to this night: Town Manager Kate Fitzpatrick, the Finance Committee, our District Leadership Team including principals and directors, and of course, Superintendent Dan Gutekanst. In particular, I would be remiss without mentioning the hard work of Anne Gulati our Director of Financial Operations and the extraordinary effort she makes throughout the year to help craft the tightest, most accurate yet realistic budget that we can present to you for your approval. We thank you all for your guidance, your forthright and honest conversations, and most of all, we thank you for your support of the Needham Public Schools and the values and priorities that this budget represents.

The school budget process begins in August and continues tonight. Our goal is to provide what students, faculty, staff, parents, and the community need and expect to keep our schools moving forward with innovative programming, highly qualified staff, appropriate class size, learning environments for the 21st century, and minimal increases in fees among others. We are confident that our budget reflects our core values of Scholarship, Citizenship, Community, and Personal Growth.

So, what accounts for that 4.85% increase?

- **Contractual Salary Increases** – These negotiated contracts for all employees account for about $2M, or almost two thirds of the total increase we request. In order to recruit, support, and retain a talented faculty and staff, we must provide reasonable yet competitive salaries for our staff, teachers, and school leaders. In addition, the FY17-19. Unit A (teachers) Collective Bargaining Agreement provides for the addition of an 183rd day for teachers beginning with the 2017-18 school year.

- **Increased Special Education and Student Support Costs** make up about 10% of the total amount requested. Several factors have contributed to the growth in special education and student support needs, including: students moving into the district with significant needs; increases in out-of-district tuition and transportation placements and costs; and the growth of programs required to assist students with autism, anxiety and mental health issues. With the successful rollout of the Pathways Program at the High School, we have been able to serve students within our own community, rather than sending them to out of district placements. We thank the Finance Committee once again, for supporting development of this program last year.

- **Enrollment and Class Size Support**. While overall enrollment is projected to increase only slightly next year, it varies from school to school, so there remains a need to ensure that class sizes today stay within acceptable School Committee policy guidelines. The budget proposal includes 2.35 Full Time Equivalent (FTE) teachers and 1.0 FTE teaching assistants at the elementary and secondary levels to keep class sizes steady and provide for associated increases in K-12 specialist support.

- **Reading, Math and Curriculum Support** – A total of a little over $200,000 is requested to support curriculum and instruction in the District, including making the following targeted program improvements: adding 0.4 FTE literacy specialists at Broadmeadow and Newman; hiring a full-time Math Intervention Teacher at Pollard; augmenting visual arts integration at High Rock; providing collaboration time for Kindergarten teachers; purchasing textbooks and curriculum materials; strengthening elementary math instructional leadership; and providing instructional leadership team advisors for each elementary school.

- **Technology** – Targeted program supports are made in this area as well, including: increased support for technology integration and the funding necessary to provide Chromebooks for each rising 9th grader to support our Personalized Learning Initiative.

As always, more information on School Budget request can be found in the mailing you received prior to this Town Meeting, and on the Needham Public Schools website. Follow our superintendent on Twitter, read his blog, or sign up for

Superintendent Updates by email, and get all the latest Needham Public Schools news.

Ms. Black indicated that we are fortunate to live in a Town where the Town Manager, the Board of Selectmen, the Finance Committee, the Permanent Public Building Committee, and so many others work collaboratively with the School Committee. And to our teachers, administrators, students and parents, YOUR daily efforts are what make our school system known throughout the Commonwealth as one that embraces inclusion, diversity, innovation, creativity, and academic excellence for all. We hope you will support this budget request.

Under Line Item 23B, Mr. Stephen M. Rosenstock expressed concern with the new traffic lights on Great Plain Avenue near the railroad crossing. Ms. Cooley asked the Town Manager to address the inquiry. Unanimous consent was given to permit Kate Fitzpatrick, Town Manager and non-Town Meeting Member, to address Town Meeting. Ms. Fitzpatrick explained that the MCTA required the Town of Needham to install the lights and that because the center construction is not complete, the lights are presently only on a timer.

In response to an inquiry under Line Item 23D Snow and Ice, Mr. Richard M. Reilly, Finance Committee member, explained that this is the only line item that can be increased.

Under Line Item 26B, Mr. Richard Zimbone explained to Carol I. Urwitz that the expenses include handicapped accessibility and parking.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise, appropriate, and/or transfer sums of money for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,689,482, from the overlay surplus in the amount of $900,000, from amounts reserved for debt exclusion offsets in the amount of $80,807, and $449,163 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Townwide Expenses

1. Casualty, Liability, Property & Self Insurance Program	$606,200
2. Debt Service	$12,573,958
3. Group Health Insurance, Employee Benefits	$13,949,197
4. Needham Electric, Light & Gas Program	$3,558,040
5. Retiree Insurance & Insurance Liability Fund (OPEB)	$6,115,455
6. Retirement Assessments	$7,332,227
7. Workers Compensation	$656,283
8. Classification Performance & Settlements	$260,000
9. Reserve Fund	$1,862,600
Townwide Expense Total	**$46,914,010**

Board of Selectmen & Town Manager	
10A Salary & Wages	$846,088
10B Expenses	138,079
Total	**$984,167**
Town Clerk & Board of Registrars	
11A Salary & Wages	$329,145
11B Expenses	$48,415
Total	**$377,560**
Town Counsel	
12A Salary & Wages	$75,442
12B Expenses	$254,000
Total	**$329,442**
Personnel Board	
13A Salary & Wages	$0
13B Expenses	$0
Total	**$0**
Finance Department	
14A Salary & Wages	$1,816,698
14B Expenses	$835,624
14C Capital	$68,475
Total	**$2,720,797**
Finance Committee	
15A Salary & Wages	$36,629
15B Expenses	$1,250
Total	**$37,879**
Planning and Community Development	
16A Salary & Wages	$511,815
16B Expenses	$30,128
Total	**$541,943**
General Government and Land Use Total	**$4,809,615**
Police Department	
17A Salary & Wages	$6,139,368
17B Expenses	$304,090
17C Capital	$174,118
Total	**$6,617,576**
Fire Department	
18A Salary & Wages	$7,552,956
18B Expenses	$352,248
18C Capital	$30,646
Total	**$7,935,850**
Building Department	
19A Salary & Wages	$691,442
19B Expenses	$51,040

Total	**$742,482**
Public Safety Total	**$15,295,908**
Minuteman Assessment	
20 Assessment	$806,252
TOTAL	**$806,252**
Needham Public Schools	
21 Needham Public School Budget	$68,350,083
TOTAL	**$68,350,083**
Education Total	**$65,156,335**
Department of Public Facilities	
22A Salary & Wages	$3,972,394
22B Expenses	$2,696,730
22C Capital	$0
Total	**$6,669,124**
Department of Public Works	
23A Salary & Wages	$3,673,538
23B Expenses	$1,597,235
23C Capital	$42,216
23D Snow & Ice	$412,120
Total	**$5,725,109**
Municipal Parking Program	
24 Program Budget	$103,905
Total	**$103,905**
Municipal Lighting Program	
N/A Program Budget	$0
Total	$0
Public Facilities and Public Works Total	**$12,498,138**
Health and Human Services Department	
25A Salary & Wages	$1,394,100
25B Expenses	$302,843
Total	**$1,696,943**
Commission on Disabilities	
26A Salary & Wages	1,500
26B Expenses	550
Total	**$2,050**
Historical Commission	
27A Salary & Wages	$0
27B Expenses	1,050
Total	**$1,050**
Needham Public Library	
28A Salary & Wages	$1,310,073
28B Expenses	$348,314
Total	**$1,658,387**
Park & Recreation Department	
29A Salary & Wages	$391,972
29B Expenses	$96,817
Total	**$488,789**
Memorial Park	
30A Salary & Wages	$0
30B Expenses	$750
Total	**$750**
TOTAL: COMMUNITY SERVICES	**$3,847,969**
DEPARTMENT BUDGET TOTAL	**$105,790,138**
TOTAL OPERATING BUDGET	**$152,704,148**

ARTICLE 16 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 17 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 18 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 19: AMEND GENERAL BY-LAW – ESTABLISH REVOLVING FUNDS

To see if the Town will vote to amend the Town's General By-Laws by adding the following new section:

Section 2.2.7 Departmental Revolving Funds

2.2.7.1 This By-Law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Law Chapter 44, Section 53E½.

2.2.7.2 A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this By-Law without appropriation subject to the following limitations:

(a) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

(b) No liability shall be incurred in excess of the available balance of the fund.

(c) The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is

ater approved during that fiscal year by the Board of Selectmen and Finance Committee.

2.2.7.3 Interest earned on monies credited to a revolving fund established by this By-Law shall be credited to the general fund.

2.2.7.4 Except as provided in Massachusetts General Law Chapter 44, Section 53E½ and this By-Law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this By-Law. The Town shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

2.2.7.5 Authorized Revolving Funds

2.2.7.5.1 School Transportation Revolving Fund

Fund Name There shall be a separate fund called the School Transportation Revolving Fund authorized for use by the School Committee.
Revenues The town accountant shall establish the School Transportation Revolving Fund as a separate account and credit to the fund all of the fee-based transportation program receipts charged and received by the School Committee in connection with school transportation programs.

Purposes and Expenditures During each fiscal year, the School Committee may incur liabilities against and spend monies from the School Transportation Revolving Fund for pupil and other districtwide transportation activities in connection with school transportation programs. The costs associated for students bussed and may not be charged a fee will be funded through a regular budget appropriation or other funding source.

Fiscal Years The School Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.2 Needham Transportation Revolving Fund

Fund Name There shall be a separate fund called the Needham Transportation Revolving Fund authorized for use by the Health and Human Service Department.

Revenues The town accountant shall establish the Needham Transportation Revolving Fund as a separate account and credit to the fund all of the fees the transportation program charged and received by the Health and Human Service Department in connection with the services.

Purposes and Expenditures During each fiscal year, the Health and Human Service Department may incur liabilities against and spend monies from the Needham Transportation Revolving Fund for transportation provided to seniors and other users of the service in connection with Health and Human Services transportation program

Fiscal Years The Needham Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.3 Water Conservation Revolving Fund

Fund Name There shall be a separate fund called the Water Conservation Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Water Conservation Revolving Fund as a separate account and credit to the fund all of the receipts from sale of water conservation devices and program fees charged and received by the Department of Public Works in connection with water conservation programs.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Water Conservation Revolving Fund for the purchase, resale, and promotion of water conservation devices and outreach programs to encourage water conservation in connection with promotion of water conservation and sale of devices to conserve water.

Fiscal Years The Water Conservation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.4 Home Composting Revolving Fund

Fund Name There shall be a separate fund called the Home Composting Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Home Composting Revolving Fund as a separate account and credit to the fund all of the receipts from sale of composting bins charged and received by the Department of Public Works in connection with the promotion of home composting.

Purposes and Expenditures During each fiscal year, Department of Public Works may incur liabilities against and spend monies from the Home Composting Revolving Fund for the purchase, resale, and promotion of home composting bins and related outreach programs.

Fiscal Years The Home Composting Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.5 Youth Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Youth Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Youth Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Youth Services Programs Revolving Fund for costs related to youth service and community program activities.

Fiscal Years The Youth Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.6 Traveling Meals Revolving Fund

Fund Name There shall be a separate fund called the Traveling Meals Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Traveling Meals Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with traveling meals program.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Traveling Meals Revolving Fund for the costs to provide traveling meals in connection with program.

Fiscal Years The Traveling Meals Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.7 Immunization Fund Revolving Fund

Fund Name There shall be a separate fund called the Immunization Program Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Immunization Program Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the immunization and vaccination programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Immunization Program Revolving Fund for costs associated with immunization, vaccination, and medical countermeasure distribution programs, as well as educational programs and public information efforts in support of those services.

Fiscal Years The Immunization Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.8 Public Facility Use Revolving Fund

Fund Name There shall be a separate fund called the Public Facility Use Revolving Fund authorized for use by the Department of Public Facilities.

Revenues The town accountant shall establish the Public Facility Use Revolving Fund as a separate account and credit to the fund all of the facility use receipts charged and received by the Public Facilities Department in connection with the use of Town facilities by community groups and organizations.

Purposes and Expenditures During each fiscal year, the Public Facilities Department may incur liabilities against and spend monies from the Public Facility Use Revolving Fund for costs to operate and maintain the facility for use for conferences, programs, functions or other events in connection with the use of the facilities.

Fiscal Years The Public Facility Use Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.9 Memorial Park Activities Revolving Fund

Fund Name There shall be a separate fund called the Memorial Park Activities Revolving Fund authorized for use by the Memorial Park Trustees.

Revenues The town accountant shall establish the Memorial Park Activities Revolving Fund as a separate account and credit to the fund receipts from food sales and voluntary program activities received by the Memorial Park Trustees.

Purposes and Expenditures During each fiscal year, the Memorial Park Trustees may incur liabilities against and spend monies from the Memorial Park Activities Revolving Fund to provide a food concession and to maintain and improve Memorial Park.

Fiscal Years The Memorial Park Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.10 Tree Replacement Revolving Fund

Fund Name There shall be a separate fund called the Tree Replacement Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Tree Replacement Revolving Fund as a separate account and credit to the fund all of the receipts accepted by the Needham Board of Selectmen for the purpose of tree plantings charged and received by the Department of Public Works in connection with tree removal approvals.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Tree Replacement Revolving Fund for purchase, maintenance, distribution, and promotion of shade trees in the Town of Needham in connection with payments received by the Town and accepted by the Board of Selectmen for said purpose. Salary or wages of full-time staff shall be paid from the annual budget appropriation of the Department of Public Works and not from the Fund.

Fiscal Years The Tree Replacement Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

or take any other action relative thereto.

Article Information: As a result of the passage of the Municipal Modernization Act, the Town must adopt a local by-law to establish revolving fund accounts typically established on an annual basis by Town Meeting. This by-law establishes and authorizes departmental revolving funds for use by certain departments, boards, committees, or officers in connection with programs and activities that generate fees, charges for services, or other receipts to support all or some of the expenses of those programs and activities. These revolving funds will continue to be governed by Massachusetts General Law Chapter 44, Section 53E½. The Town need only establish these funds once, and then in all subsequent years, Town Meeting will only be voting on the spending limits associated with the revolving funds. This year only, the Town is presenting both the annual table of revolving funds for FY2018 (next article) which Town Meeting has routinely acted upon, and the By-Law amendment itself.

MOVED: That the Town vote to amend the Town's General By-Laws by adding the following new section:

Section 2.2.7 Departmental Revolving Funds

2.2.7.1 This By-Law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Law Chapter 44, Section 53E½.

2.2.7.2 A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this By-Law without appropriation subject to the following limitations:

(a) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

(b) No liability shall be incurred in excess of the available balance of the fund.

(c) The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

2.2.7.3 Interest earned on monies credited to a revolving fund established by this By-Law shall be credited to the general fund.

2.2.7.4 Except as provided in Massachusetts General Law Chapter 44, Section 53E½ and this By-Law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this By-Law. The Town shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

2.2.7.5 Authorized Revolving Funds

2.2.7.5.1 School Transportation Revolving Fund

Fund Name There shall be a separate fund called the School Transportation Revolving Fund authorized for use by the School Committee.

Revenues The town accountant shall establish the School Transportation Revolving Fund as a separate account and credit to the fund all of the fee-based transportation program receipts charged and received by the School Committee in connection with school transportation programs.

Purposes and Expenditures During each fiscal year, the School Committee may incur liabilities against and spend monies from the School Transportation Revolving Fund for pupil and other districtwide transportation activities in connection with school transportation programs. The costs associated for students bussed and may not be charged a fee will be funded through a regular budget appropriation or other funding source.

Fiscal Years The School Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.2 Needham Transportation Revolving Fund

Fund Name There shall be a separate fund called the Needham Transportation Revolving Fund authorized for use by the Health and Human Service Department.

Revenues The town accountant shall establish the Needham Transportation Revolving Fund as a separate account and credit to the fund all of the fees the transportation program charged and received by the Health and Human Service Department in connection with the services.

Purposes and Expenditures During each fiscal year, the Health and Human Service Department may incur liabilities against and spend monies from the Needham Transportation Revolving Fund for transportation provided to seniors and other users of the service in connection with Health and Human Services transportation program

Fiscal Years The Needham Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.3 Water Conservation Revolving Fund

Fund Name There shall be a separate fund called the Water Conservation Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Water Conservation Revolving Fund as a separate account and credit to the fund all of the receipts from sale of water conservation devices and program fees charged and received by the Department of Public Works in connection with water conservation programs.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Water Conservation Revolving Fund for the purchase, resale, and promotion of water conservation devices and outreach programs to encourage water conservation in connection with promotion of water conservation and sale of devices to conserve water.

Fiscal Years The Water Conservation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.4 Home Composting Revolving Fund

Fund Name There shall be a separate fund called the Home Composting Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Home Composting Revolving Fund as a separate account and credit to the fund all of the receipts from sale of composting bins charged and received by the Department of Public Works in connection with the promotion of home composting.

Purposes and Expenditures During each fiscal year, Department of Public Works may incur liabilities against and spend monies from the Home Composting Revolving Fund for the purchase, resale, and promotion of home composting bins and related outreach programs.

Fiscal Years The Home Composting Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.5 Youth Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Youth Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Youth Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Youth Services Programs Revolving Fund for costs related to youth service and community program activities.

Fiscal Years The Youth Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.6 Traveling Meals Revolving Fund

Fund Name There shall be a separate fund called the Traveling Meals Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Traveling Meals Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with traveling meals program.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Traveling Meals Revolving Fund for the costs to provide traveling meals in connection with program.

Fiscal Years The Traveling Meals Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.7 Immunization Fund Revolving Fund

Fund Name There shall be a separate fund called the Immunization Program Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Immunization Program Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the immunization and vaccination programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Immunization Program Revolving Fund for costs associated with immunization, vaccination, and medical countermeasure distribution programs, as well as educational programs and public information efforts in support of those services.

Fiscal Years The Immunization Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.8 Public Facility Use Revolving Fund

Fund Name There shall be a separate fund called the Public Facility Use Revolving Fund authorized for use by the Department of Public Facilities.

Revenues The town accountant shall establish the Public Facility Use Revolving Fund as a separate account and credit to the fund all of the facility use receipts charged and received by the Public Facilities Department in connection with the use of Town facilities by community groups and organizations.

Purposes and Expenditures During each fiscal year, the Public Facilities Department may incur liabilities against and spend monies from the Public Facility Use Revolving Fund for costs to operate and maintain the facility for use for conferences, programs, functions or other events in connection with the use of the facilities.

Fiscal Years The Public Facility Use Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.9 Memorial Park Activities Revolving Fund

Fund Name There shall be a separate fund called the Memorial Park Activities Revolving Fund authorized for use by the Memorial Park Trustees.

Revenues The town accountant shall establish the Memorial Park Activities Revolving Fund as a separate account and credit to the fund receipts from food sales and voluntary program activities received by the Memorial Park Trustees.

Purposes and Expenditures During each fiscal year, the Memorial Park Trustees may incur liabilities against and spend monies from the Memorial Park Activities Revolving Fund to provide a food concession and to maintain and improve Memorial Park.

Fiscal Years The Memorial Park Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.10 Tree Replacement Revolving Fund

Fund Name There shall be a separate fund called the Tree Replacement Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Tree Replacement Revolving Fund as a separate account and credit to the fund all of the receipts accepted by the Needham Board of Selectmen for the purpose of tree plantings charged and received by the Department of Public Works in connection with tree removal approvals.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Tree Replacement Revolving Fund for purchase, maintenance, distribution, and promotion of shade trees in the Town of Needham in connection with payments received by the Town and accepted by the Board of Selectmen for said purpose. Salary or wages of full-time staff shall be paid from the

annual budget appropriation of the Department of Public Works and not from the Fund.

Fiscal Years The Tree Replacement Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

The following motion to amend under Article 19 was offered by Mr. Daniel P. Matthews, Selectman, as follows:

1. by inserting after the word "by" in the first line the words "renumbering the existing section 2.2.7 to 2.2.8 and by

2. by adding the letter "s" to the word "Service" in the first three paragraphs of Section 2.2.7.5.2.

3. by deleting the title of section 2.2.7.5.7 and inserting in place thereof the title "Immunization Program Revolving Fund".

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that this article is part of the new Municipal Modernization Act which the Town must adopt by local by-law. Article 20 is the old procedure Mr. Matthews recommended adoption of the main motion and the motion to amend on behalf of the Board of Selectmen.

Mr. Kenneth J. Lavery, member, advised that this is a housekeeping article and the Finance Committee recommends adoption.

Mr. Lance R. Brown moved to amend Article 19 by deleting the words "may" and "be" in the second paragraph, Purposes and Expenditures, of section 2.2.7.5.1, School Transportation Revolving Fund and to delete the word "Needham" in the title under section 2.2.7.5.2 and insert in place thereof the words "Council on Aging".

Mr. Daniel P. Matthews, Selectman, moved to divide Mr. Brown's motion to amend.

Mr. Danial P. Matthews, Selectmen, stated that this article creates a General By-Law establishing the funds, but Town Meeting will vote on these funds annually.

In response to an inquiry from Mr. Robert E. Deutsch, Mr. Matthews stated that there will be about one half dozen hearings yearly on tree replacements.

After a brief discussion, a motion to move the previous question on all motions on the floor was offered by Mr. Ford H. Peckham. The motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

Mr. Lance R. Brown's first motion to amend to delete the word "Needham" in the title under section 2.2.7.5.2 and insert in place thereof the words "Council on Aging"
was presented, but it failed to pass on a voice vote.

Mr. Lance R. Brown's second motion to amend to delete the words "may" and "be" in the second paragraph under section 2.2.7.5.1 School Transportation Revolving Fund was presented and carried on a voice vote.

Mr. Matthews' motion to amend was presented and carried by majority vote declared on a voice vote by the Moderator.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to amend the Town's General By-Laws by renumbering the existing section 2.2.7 to 2.2.8 and by adding the following new section:

Section 2.2.7 Departmental Revolving Funds

2.2.7.1 This By-Law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Law Chapter 44, Section 53E½.

2.2.7.2 A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this By-Law without appropriation subject to the following limitations:

(a) Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

(b) No liability shall be incurred in excess of the available balance of the fund.

(c) The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

2.2.7.3 Interest earned on monies credited to a revolving fund established by this By-Law shall be credited to the general fund.

2.2.7.4 Except as provided in Massachusetts General Law Chapter 44, Section 53E½ and this By-Law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this By-Law. The Town shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.

2.2.7.5 Authorized Revolving Funds

2.2.7.5.1 School Transportation Revolving Fund

Fund Name There shall be a separate fund called the School Transportation Revolving Fund authorized for use by the School Committee.
Revenues The town accountant shall establish the School Transportation Revolving Fund as a separate account and credit to the fund all of the fee-based transportation program receipts charged and received by the School Committee in connection with school transportation programs.

Purposes and Expenditures During each fiscal year, the School Committee may incur liabilities against and spend monies from the School Transportation Revolving Fund for pupil and other districtwide transportation activities in connection with school transportation programs. The costs associated for students bussed and not charged a fee will be funded through a regular budget appropriation or other funding source.

Fiscal Years The School Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.2 Needham Transportation Revolving Fund

Fund Name There shall be a separate fund called the Needham Transportation Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Needham Transportation Revolving Fund as a separate account and credit to the fund all of the fees the transportation program charged and received by the Health and Human Services Department in connection with the services.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Needham Transportation Revolving Fund for transportation provided to seniors and other users of the service in connection with Health and Human Services transportation program

Fiscal Years The Needham Transportation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.3 Water Conservation Revolving Fund

Fund Name There shall be a separate fund called the Water Conservation Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Water Conservation Revolving Fund as a separate account and credit to the fund all of the receipts from sale of water conservation devices and program fees charged and received by the Department of Public Works in connection with water conservation programs.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Water Conservation Revolving Fund for the purchase, resale, and promotion of water conservation devices and outreach programs to encourage water conservation in connection with promotion of water conservation and sale of devices to conserve water.

Fiscal Years The Water Conservation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.4 Home Composting Revolving Fund

Fund Name There shall be a separate fund called the Home Composting Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Home Composting Revolving Fund as a separate account and credit to the fund all of the receipts from sale of composting bins charged and received by the Department of Public Works in connection with the promotion of home composting.

Purposes and Expenditures During each fiscal year, Department of Public Works may incur liabilities against and spend monies from the Home Composting Revolving Fund for the purchase, resale, and promotion of home composting bins and related outreach programs.

Fiscal Years The Home Composting Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.5 Youth Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Youth Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Youth Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Youth Services Programs Revolving Fund for costs related to youth service and community program activities.

Fiscal Years The Youth Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.6 Traveling Meals Revolving Fund

Fund Name There shall be a separate fund called the Traveling Meals Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Traveling Meals Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with traveling meals program.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Traveling Meals Revolving Fund for the costs to provide traveling meals in connection with program.

Fiscal Years The Traveling Meals Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.7 Immunization Program Revolving Fund

Fund Name There shall be a separate fund called the Immunization Program Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The town accountant shall establish the Immunization Program Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the immunization and vaccination programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Immunization Program Revolving Fund for costs associated with immunization, vaccination, and medical countermeasure distribution programs, as well as educational programs and public information efforts in support of those services.

Fiscal Years The Immunization Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.8 Public Facility Use Revolving Fund

Fund Name There shall be a separate fund called the Public Facility Use Revolving Fund authorized for use by the Department of Public Facilities.

Revenues The town accountant shall establish the Public Facility Use Revolving Fund as a separate account and credit to the fund all of the facility use receipts charged and received by the Public Facilities Department in connection with the use of Town facilities by community groups and organizations.

Purposes and Expenditures During each fiscal year, the Public Facilities Department may incur liabilities against and spend monies from the Public Facility Use Revolving Fund for costs to operate and maintain the facility for use for conferences, programs, functions or other events in connection with the use of the facilities.

Fiscal Years The Public Facility Use Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.9 Memorial Park Activities Revolving Fund

Fund Name There shall be a separate fund called the Memorial Park Activities Revolving Fund authorized for use by the Memorial Park Trustees.

Revenues The town accountant shall establish the Memorial Park Activities Revolving Fund as a separate account and credit to the fund receipts from food sales and voluntary program activities received by the Memorial Park Trustees.

Purposes and Expenditures During each fiscal year, the Memorial Park Trustees may incur liabilities against and spend monies from the Memorial Park Activities Revolving Fund to provide a food concession and to maintain and improve Memorial Park.

Fiscal Years The Memorial Park Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

2.2.7.5.10 Tree Replacement Revolving Fund

Fund Name There shall be a separate fund called the Tree Replacement Revolving Fund authorized for use by the Department of Public Works.

Revenues The town accountant shall establish the Tree Replacement Revolving Fund as a separate account and credit to the fund all of the receipts accepted by the Needham Board of Selectmen for the purpose of tree plantings charged and received by the Department of Public Works in connection with tree removal approvals.

Purposes and Expenditures During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Tree Replacement Revolving Fund for purchase, maintenance, distribution, and promotion of shade trees in the Town of Needham in connection with payments received by the Town and accepted by the Board of Selectmen for said purpose. Salary or wages of full-time staff shall be paid from the annual budget appropriation of the Department of Public Works and not from the Fund.

Fiscal Years The Tree Replacement Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

At 11:00 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday May 3, 2017 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall.

Mr. Erik J. Bailey rose in opposition to the motion to adjourn. He suggested that Town Meeting continue with the next Article 20 before adjourning.

Mr. Cox's motion to adjourn was presented but it failed to pass on a voice vote.

ARTICLE 20: AUTHORIZE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize new revolving funds and to continue existing revolving funds for certain Town departments pursuant to the provisions of Massachusetts General Law Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2017:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2018 Budget
Facility Activity Use	Department of Public Facilities	Fee-Based Facility Use	Community Facility Use	$250,000
Home Composting Bin Account	Department of Public Works	Sale of Bins	Purchase of additional Home Composting Bins	$3,000

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2018 Budget
Immunization Fund	Health and Human Services Department	Program Receipts	Costs associated with Immunization and Educational Programs	**$25,000**
Local Transportation	Health and Human Services Department	Grants, Program Receipts	Transportation Program for COA	**$60,000**
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and Other District-wide Transportation	**$819,000**
Traveling Meals Program	Health and Human Services Department	Program Receipts	Costs related to Traveling Meals	**$75,000**
Tree Replacement Program	Department of Public Works	Fees and Charges for Tree Replacement	Purchase, Maintenance, Distribution, and Promotion of Shade Trees	**$25,000**
Water Conservation	Department of Public Works	Sale of Water Conservation Devices	Encourage Residential Water Conservation	**$10,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to Youth Service and Community Programs	**$25,000**

or take any other action relative thereto.

Article Information: This article will allow the Town to continue nine revolving funds and establish a new revolving fund (Tree Replacement Program) pursuant to Massachusetts General Law Chapter 44, Section 53E½. These revolving funds are required in order to receive and disburse funds generated through programs supported by such revolving funds for FY2018 until the new revolving fund by-law takes effect (assuming passage of the prior article). Revenues will be used to offset expenses related to these programs and activities and disbursed under the direction of those indicated.

MOVED: That the Town vote to authorize new revolving funds and to continue existing revolving funds for certain Town departments pursuant to the provisions of Massachusetts General Law Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2017:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2018 Budget
Facility Activity Use	Department of Public Facilities	Fee-Based Facility Use	Community Facility Use	**$250,000**
Home Composting Bin Account	Department of Public Works	Sale of Bins	Purchase of additional Home Composting Bins	**$3,000**
Immunization Fund	Health and Human Services Department	Program Receipts	Costs associated with Immunization and Educational Programs	**$25,000**
Local Transportation	Health and Human Services Department	Grants, Program Receipts	Transportation Program for COA	**$60,000**
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2018 Budget
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and Other District-wide Transportation	$819,000
Traveling Meals Program	Health and Human Services Department	Program Receipts	Costs related to Traveling Meals	$75,000
Tree Replacement Program	Department of Public Works	Fees and Charges for Tree Replacement	Purchase, Maintenance, Distribution, and Promotion of Shade Trees	$25,000
Water Conservation	Department of Public Works	Sale of Water Conservation Devices	Encourage Residential Water Conservation	$10,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to Youth Service and Community Programs	$25,000

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectman. He stated that this article is the same as prior years Departmental Revolving Fund articles.

Mr. Barry J. Coffman, member, advised that the Finance Committee unanimously recommends adoption of this article.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

At 11:10 P.M. Mr. Gerald C. Rovner moved that the Annual Town Meeting stand adjourned to Wednesday May 3, 2017 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

* * * * *

ADJOURNED ANNUAL TOWN MEETING
Wednesday, May 3, 2017

Pursuant to adjournment of the Annual Town Meeting held May 1, 2017, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday May 3, 2017 at 7:30 P.M.

Check lists were used and 226 voters were checked on the list as being present, including 223 Town Meeting Members. 30 Town Meeting Members were absent.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Jim Mitulski, Interim Senior Minister, First Congregations Church of Needham, UCC, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator reminded Town Meeting Members to sit in the first 12 rows of the hall. He also noted that only Town Meeting Members are permitted to vote.

The Moderator provided two announcements at the start of Town Meeting.

1. The members of the Melick Foundation will hold a reception on Monday, May 8, 2017 in the Selectmen's Chambers for all Town Meeting Members.

2. Due to the reception on the first floor, Town Clerk will have Check-In for all on the second floor of the new section on Monday, May 8, 2017.

Town Meeting voted on Monday, May 1, 2017 to set to a time certain specifically following the opening of the May 3, 2017 Adjourned Annual Town to discuss Articles 23 through 30 as the first order of business.

At this time discussion under Article 23 commenced.

ARTICLE 23: AMEND ZONING BY-LAW – DIMENSIONAL REGULATIONS FOR RESIDENTIAL DISTRICTS (TECHNICAL FORMATTING AMENDMENT)

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by replacing Section 4.2 and by replacing Section 4.2.1, Table of Regulations with new sections 4.2.1, 4.2.2, 4.2.3 4.2.4. 4.2.5, 4.2.6 and 4.2.7, so that the entire section shall now read as follows:

"4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts

The terms used in the Table of Regulations in Sections 4.2.1, 4.2.2 and 4.2.3 below are as defined in Section 1.3 of the By-law except as otherwise noted below.

The symbol "NR" means no requirements.

The symbol "1/2" as to maximum stories means Half-story under Story as defined in Section 1.3 of the By-Law.

The term "New Construction" means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; (b) Any construction which involves demolition of more than 50% (fifty percent) of the exterior frame or exterior envelope of an existing structure; (c) Any addition to an existing one-story structure which results in a gross floor area greater than 240% (two hundred forty percent) of the gross floor area of the existing structure; (d) Any addition to an existing one and one-half story structure which results in a gross floor area greater than 220% (two hundred twenty percent) of the gross floor area of the existing structure; and (e) Any addition to an existing two-story or two and one-half story structure which results in a gross floor area greater than 175% (one hundred seventy five percent) of the gross floor area of the existing structure. Gross floor area for purposes of this definition is as defined in Section 1.3 of the Zoning By-Law under the heading "Floor Area, Gross". For purposes of calculating the percentages of any construction, addition or demolition under this definition, all construction shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure.

4.2.1 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures on Lots Created by Deed or Plan Endorsed or Recorded Prior to January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded prior to January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	15 (a)	15 (a)	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	10	10	NR	NR	2-1/2	35
General Residence	10,000	80	20	10	10	NR	NR	2-1/2	35

(a) Notwithstanding the foregoing, in the Single Residence A District, a change in the area, frontage or configuration of an existing improved lot created by deed or plan, endorsed or recorded before January 9, 1986, which includes a conforming structure or building shall not change the minimum side or rear line setback requirement of 15 feet provided that (i) no other dimensional violations of the By-Law are created as a result of such change in the area, frontage or configuration of such existing improved

lot, (ii) such lot otherwise continues to be a conforming lot in terms of minimum lot area, frontage and build factor following such change in the area, frontage or configuration of such existing improved lot, and (iii) such change in the area, frontage or configuration of such existing improved lot does not result in the creation of any additional building lot. The deed conveying land by reference to a plan showing such change in the area, frontage or configuration of such existing improved lot shall contain a restriction affecting the land of both the grantor and the grantee prohibiting the creation of an additional building lot as a result of such conveyance.

4.2.2 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures, on Lots Created by Deed or Plan, Endorsed or Recorded on or After January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded on or after January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35
General Residence	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

4.2.3 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures Created Through New Construction on any Lot

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure created through New Construction shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural									

Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)(d)	20	NR	25%-30% (b)	2-1/2	35
General Residence	10,000	80	20	12.5 (a)(d)	20	NR	30%-35% (c)	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

(b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(d) Any building or structure that meets current zoning requirements but is prevented from commencing New Construction because the New Construction will be within the 12.5-foot sideline setback, but not within the 10-foot sideline setback, may commence the New Construction upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law, provided: (1) the New Construction meets all other requirements of the Zoning By-Law; (2) the Board determines that such change, extension, alteration, or enlargement would not be substantially more detrimental to the neighborhood than the existing structure; and (3) no more than 50% of the exterior frame or exterior envelope of the existing structure is demolished as a function of the proposed construction activity.

4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District

No building or structure for public, semi-public or institutional use, as listed in Section 3.2 Schedule of Use Regulations, shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)

ral sidence nser- vation	43,560	150	50	25	25	.30	15%	2-1/2 (g)	35
ngle sidence A	43,560	150	35 (a)	25	25 (d)	.30	15%	2-1/2 (g)	35
ngle sidence B	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
eneral sidence	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
Institutional	43,560	150	30	25 (e)	15	NR	15%	2-1/2 (f)	35 (f)

The terms used in the Table of Regulations above are as defined in Section 1.3 of the By-Laws.

The symbol "NR" means no requirements.

(a) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than thirty (30) feet. (See Section 4.2.14)

(b) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(c) The Board of Appeals may grant a special permit reducing the minimum side yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(d) The Board of Appeals may grant a special permit reducing the minimum rear yard setback required by this footnote in a Single Residence A District to no less than fifteen (15) feet and the minimum rear yard setback required by this footnote in Single Residence B and General Residence Districts to no less than ten (10) feet. (See Section 4.2.14)

(e) Buildings or structures on lots created by deed or plan, endorsed or recorded before January 9, 1986, shall have a minimum side line setback of 15 feet in the Institutional Districts.

(f) Buildings and structures located in an Institutional District devoted to educational uses and uses accessory thereto and located at least 800 feet from any public way in the Town of Needham in existence as of September 1, 1998, shall have a maximum height in accordance with the following limitation:

Roof Type	*Average Height (feet)*	*Maximum Height at any single point (feet)*
Flat Roof	*63**	*68**
Sloping Roof Top of Roof	*85*	*90*
Wall, cornice or eave line	*63**	*68**
Gabled endwalls	*63**	*68**

There shall be no limit on the number of stories of such buildings. The foregoing limitations are not intended to supercede any of the requirements of the Massachusetts State Building Code.

**The Board of Appeals may grant a Special Permit to allow the average height of a structure to increase as much as an additional seven (7) feet above the average height listed.*

(g) *See the definition of Half-story, under Story in the Definitions section.*

4.2.5 Build Factor Formula

In order to limit the degree to which a lot may have an irregular shape, the following **build factor formula** shall be used:

Lot Perimeter Squared Actual Lot Area

---------- Divided By ----------

Actual Lot Area Required Lot Area

Lots recorded or endorsed after August 22, 1985 shall be subject to a maximum Build Factor of 20 in Single Residence B and General Residence Districts and 30 in Single Residence A and Institutional Districts. Lots recorded or endorsed prior to August 22, 1985 may not be modified such that the Build Factor of the modified lot exceeds 20 in SRB and General Residence Districts or 30 in SRA and Institutional Districts. Lots recorded or endorsed after February 16, 1995 shall be subject to a maximum Build Factor of 30 in a Rural Residence Conservation District. Lots recorded or endorsed prior to February 16, 1995 may not be modified such that the Build Factor of the modified lot exceeds 30 in a Rural Residence Conservation District.

4.2.6 Lot Area Calculation

No portion of a lot which is covered by a water body shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above. Not more than a combined total of thirty (30) percent of: (a) land located in a Flood Plain District; (b) land area subject to the Wetlands Protection Act and the Inlands Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas in Single Residence A, Single Residence B, General Residence and Institutional Districts. The provisions of the second sentence of this paragraph (a) shall apply in Single Residence A, Single Residence B and General Residence Districts to any lot created after May 8, 1989.

Not more than a combined total of ten (10) percent of: (a) land located in a Flood Plain District; (b) land areas subject to the Wetlands Protection Act and the Inland Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the minimum lot area in a Rural Residence-Conservation District as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above.

4.2.7 Special Regulations for Rural Residence – Conservation District

(a) Lot Coverage No building or structure, or addition to any building or structure, but not including accessory buildings or structures, shall be erected or placed on a lot which will result in the covering by buildings or structures of more than fifteen percent (15%) of the lot area in a Rural Residence-Conservation District.

(b) Vegetative Buffer In a Rural Residence-Conservation District, the first thirty-five (35) feet of the required minimum front setback of fifty (50) feet, as measured from Chestnut Street and from the designated Scenic Roads of South Street and Charles River Street, shall remain as a natural vegetative buffer not to be cut or cleared except for normal maintenance and vehicular access, including private driveways and subdivision roadways."

(b) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by renumbering Section 4.2.2 as 4.2.8, Section 4.2.3 as 4.2.9, Section 4.2.4 as 4.2.10, Section 4.2.5 as 4.2.11, Section 4.2.6 as 4.2.12, Section 4.2.7 as 4.2.13, and 4.2.8 as 4.2.14.

(c) Amend the Needham Zoning By-Law by revising and updating all references in the By-Law to Section 4.2 and its associated subsections from the captions, as well as from the text and the respective zoning requirements as follows:

1. Amend Section 1.4.7.2 Alteration of Single-Family and Two-Family Dwellings, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

2. Amend Section 1.4.7.3 Reconstruction of Single-Family and Two-Family Dwellings Located in a Zoning District Where the Use is Permitted, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

3. Amend Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited, by replacing in the first sentence of the first paragraph and again in paragraph "(d)" the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

4. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule

of uses table under the category "Residence" the entry "PRD (See 4.2.5)" with the entry "PRD (See 4.2.11)" and by further replacing the entry "RC (See 4.2.6)" with the entry "RC (See 4.2.12)".

5. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule of uses table under the entry which reads "The use of a single-family detached dwelling for a residential hospice house", *footnote (3)(a), the phrase "s.4.2.1 (a)" with the phrase "Section 4.2.6".

6. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.1 Lot Area, Frontage and Setback Requirements, by replacing in the second sentence the phrase "Section 4.2.7 Reduction in Dimensional Regulations" with the phrase "Section 4.2.13 Reduction in Dimensional Regulations".

7. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.3 Building Height Requirements, by replacing in the second sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

8. Amend Section 3.12.6 Dimensional Regulations for the Elder Services Zoning District, subparagraph (d), by replacing in the last sentence the phrase "Section 4.2.7 (a)-(f)" with the phrase "Section 4.2.13 (a)-(f)".

9. Amend Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.7 Dimension, Density and Parking Requirements, subparagraph (h), by replacing in the first sentence the phrase "(per Section 4.2.8)" with the phrase "(per Section 4.2.14)".

10. Amend Section 4.1.5 Minimum Required Lot Width, by replacing in the first sentence the phrase "Sections 4.2.1, 4.3.1, 4.4.1 and 4.6.1;" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1, 4.4.1 and 4.6.1;"

11. Amend Section 4.2.8 Height Limitation Exception, as follows: by replacing in the first sentence of the first paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4"; by replacing in the third sentence of the second paragraph the phrase "footnote (h) of Section 4.2.1 Table of Regulations" with the phrase "footnote (f) of Section 4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District"; by replacing in the first sentence of the third paragraph the phrase "Section 4.2.1, footnote (h)" with the phrase "Section 4.2.4, footnote (f)"; by replacing in the second sentence of the fourth paragraph the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4"; and by replacing in the first sentence of the fifth paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

12. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (a), General, by replacing in the first sentence the phrase "Section 4.2.4" with the phrase "Section 4.2.10" and by further replacing the phrase "Sections 4.2.1, 4.2.2 and 4.2.3" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.28 and 4.29."

13. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7."

14. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, sub-paragraph (4) Setback, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7" and by further replacing in the third sentence the phrase "4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7".

15. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (d), Documentation, by replacing in the first and second sentences the phrase "Section 4.2.4" with the phrase "Section 4.2.10."

16. Amend Section 4.2.13 Reductions in Dimensional Regulations by Special Permit, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

17. Amend Section 4.2.14, Screening for Public, Semi-Public and Institutional Uses, by replacing in the second sentence the phrase "Section 4.2.8.3" with the phrase "Section 4.2.14.3".

18. Amend Section 4.3 Dimensional Regulations for Apartment District, Subsection 4.3.5 Setback for Other Uses, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

19. Amend Section 6.4, Outdoor Parking of Vehicles, Subsection 6.4.1 Basic Requirements, sub-paragraph (b), by replacing the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, and 4.2.4".

20. Amend Section 7.5.2 Special Permits, Subsection 7.5.2.2 Conditions for Approval of a Special Permit, sub-paragraph (a), by replacing the phrase "4.2.8" with the phrase "4.2.14".

21. Amend Section 7.6 Planning Board, Subsection 7.6.1 Special Permit Granting Authority, by replacing in the first sentence the phrase "4.24, 4.25, 4.2.6" with the phrase "4.2.10, 4.2.11, 4.2.12".

22. Amend Section 7.7 Design Review, Subsection 7.7.2.2 Authority and Specific Powers, by replacing in the first sentence the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase "4.2.10".

23. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the second sentence of the second paragraph the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase"4.2.10".

24. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the fifth paragraph the phrase "4.2.5" with the phrase "4.2.11".

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: This article is a technical formatting amendment to Section 4.2 of the Needham Zoning By-law which presents the dimensional regulations for the Rural-Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. This article is a formatting change only and makes no substantive changes whatsoever to the Zoning By-Law. Instead of a single table with numerous footnotes, the presentation is revised to four tables with fewer footnotes. The Planning Board is offering this article to make the Zoning By-Law easier to understand and to facilitate amendments that are offered in the following articles (Article 24 through Article 30).

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by replacing Section 4.2 and by replacing Section 4.2.1, Table of Regulations with new sections 4.2.1, 4.2.2, 4.2.3 4.2.4. 4.2.5, 4.2.6 and 4.2.7, so that the entire section shall now read as follows:

"4.2 Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts

The terms used in the Table of Regulations in Sections 4.2.1, 4.2.2 and 4.2.3 below are as defined in Section 1.3 of the By-law except as otherwise noted below.

The symbol "NR" means no requirements.

The symbol "1/2" as to maximum stories means Half-story under Story as defined in Section 1.3 of the By-Law.

The term "New Construction" means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; (b) Any construction which involves demolition of more than 50% (fifty percent) of the exterior frame or exterior envelope of an existing structure; (c) Any addition to an existing one-story structure which results in a gross floor area greater than 240% (two hundred forty percent) of the gross floor area of the existing structure; (d) Any addition to an existing one and one-half story structure which results in a gross floor area greater than 220% (two hundred twenty percent) of the gross floor area of the existing structure; and (e) Any addition to an existing two-story or two and one-half story structure which results in a gross floor area greater than 175% (one hundred seventy five percent) of the gross floor area of the existing structure. Gross floor area for purposes of this definition is as defined in Section 1.3 of the Zoning By-Law under the heading "Floor Area, Gross". For purposes of calculating the percentages of any construction, addition or demolition under this definition, all construction shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure.

4.2.1 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures on Lots Created by Deed or Plan Endorsed or Recorded Prior to January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded prior to January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)

ural esidence onser- ation	43,560	150	50	25	25	NR	15%	2-1/2	35
ingle esidence	43,560	150	30	15 (a)	15 (a)	NR	NR	2-1/2	35
ingle esidence B	10,000	80	20	10	10	NR	NR	2-1/2	35
General Residence	10,000	80	20	10	10	NR	NR	2-1/2	35

(a) Notwithstanding the foregoing, in the Single Residence A District, a change in the area, frontage or configuration of an existing improved lot created by deed or plan, endorsed or recorded before January 9, 1986, which includes a conforming structure or building shall not change the minimum side or rear line setback requirement of 15 feet provided that (i) no other dimensional violations of the By-Law are created as a result of such change in the area, frontage or configuration of such existing improved lot, (ii) such lot otherwise continues to be a conforming lot in terms of minimum lot area, frontage and build factor following such change in the area, frontage or configuration of such existing improved lot, and (iii) such change in the area, frontage or configuration of such existing improved lot does not result in the creation of any additional building lot. The deed conveying land by reference to a plan showing such change in the area, frontage or configuration of such existing improved lot shall contain a restriction affecting the land of both the grantor and the grantee prohibiting the creation of an additional building lot as a result of such conveyance.

4.2.2 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures, on Lots Created by Deed or Plan, Endorsed or Recorded on or After January 9, 1986 and Not Including New Construction

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure that is not New Construction shall be constructed, altered, or relocated on any lot created by deed or plan endorsed or recorded on or after January 9, 1986 except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser- vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35
General									

Residence	10,000	80	20	12.5 (a)	10	NR	NR	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

4.2.3 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures Created Through New Construction on any Lot

Except as otherwise provided in Section 4.2.4 for public, semi-public and institutional uses, no building or structure created through New Construction shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser-vation	43,560	150	50	25	25	NR	15%	2-1/2	35
Single Residence A	43,560	150	30	25	15	NR	NR	2-1/2	35
Single Residence B	10,000	80	20	12.5 (a)(d)	20	NR	25%-30% (b)	2-1/2	35
General Residence	10,000	80	20	12.5 (a)(d)	20	NR	30%-35% (c)	2-1/2	35

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet. Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet.

(b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%. For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%. For purposes of this section lot coverage shall be defined as that portion of a lot that is covered or occupied by buildings or structures, but excluding unenclosed porches and decks, and pools.

(d) Any building or structure that meets current zoning requirements but is prevented from commencing New Construction because the New Construction will be within the 12.5-foot sideline setback, but not within the 10-foot sideline setback, may commence the New Construction upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the New Construction meets all other requirements of the Zoning By-Law; (2) the Board determines that such change, extension, alteration, or enlargement would not be substantially more detrimental to the neighborhood than the existing structure; and (3) no more than 50% of the exterior frame or exterior envelope of the existing structure is demolished as a function of the proposed construction activity.

4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District

No building or structure for public, semi-public or institutional use, as listed in Section 3.2 Schedule of Use Regulations, shall be constructed, altered, or relocated on any lot except in conformance with these regulations:

District	Min. Lot Area (sf)	Min. Frontage (ft)	Front Setback (ft)	Side Setback (ft)	Rear Setback (ft)	Max. Floor Area Ratio (F.A.R.)	Max. % Lot Coverage	Max. Stories	Max. Height (ft)
Rural Residence Conser- vation	43,560	150	50	25	25	.30	15%	2-1/2 (g)	35
Single Residence A	43,560	150	35 (a)	25	25 (d)	.30	15%	2-1/2 (g)	35
Single Residence B	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
General Residence	10,000	80	25 (b)	25 (c)	25 (d)	.30	15%	2-1/2 (g)	35
Institutional	43,560	150	30	25 (e)	15	NR	15%	2-1/2 (f)	35 (f)

The terms used in the Table of Regulations above are as defined in Section 1.3 of the By-Laws.

The symbol "NR" means no requirements.

(a) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than thirty (30) feet. (See Section 4.2.14)

(b) The setback area shall be kept open and landscaped with grass or other plant materials; such area shall be unpaved except for walks and driveways. The Board of Appeals may grant a special permit reducing the minimum front yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(c) The Board of Appeals may grant a special permit reducing the minimum side yard setback required by this footnote to no less than twenty (20) feet. (See Section 4.2.14)

(d) The Board of Appeals may grant a special permit reducing the minimum rear yard setback required by this footnote in a Single Residence A District to no less than fifteen (15) feet and the minimum rear yard setback required by this footnote in Single Residence B and General Residence Districts to no less than ten (10) feet. (See Section 4.2.14)

(e) Buildings or structures on lots created by deed or plan, endorsed or recorded before January 9, 1986, shall have a minimum side line setback of 15 feet in the Institutional Districts.

(f) Buildings and structures located in an Institutional District devoted to educational uses and uses accessory thereto and located at least 800 feet from any public way in the Town of Needham in existence as of September 1, 1998, shall have a maximum height in accordance with the following limitation:

Roof Type	*Average Height (feet)*	*Maximum Height at any single point (feet)*
Flat Roof	*63**	*68**
Sloping Roof Top of Roof	*85*	*90*
Wall, cornice or eave line	*63**	*68**
Gabled endwalls	*63**	*68**

There shall be no limit on the number of stories of such buildings. The foregoing limitations are not intended to supercede any of the requirements of the Massachusetts State Building Code.

**The Board of Appeals may grant a Special Permit to allow the average height of a structure to increase as much as an additional seven (7) feet above the average height listed.*

(g) *See the definition of Half-story, under Story in the Definitions section.*

4.2.5 Build Factor Formula

In order to limit the degree to which a lot may have an irregular shape, the following **build factor formula** shall be used:

Lot Perimeter Squared — Actual Lot Area

---------- Divided By ----------

Actual Lot Area — Required Lot Area

Lots recorded or endorsed after August 22, 1985 shall be subject to a maximum Build Factor of 20 in Single Residence B and General Residence Districts and 30 in Single Residence A and Institutional Districts. Lots recorded or endorsed prior to August 22, 1985 may not be modified such that the Build Factor of the modified lot exceeds 20 in SRB and General Residence Districts or 30 in SRA and Institutional Districts. Lots recorded or endorsed after February 16, 1995 shall be subject to a maximum Build Factor of 30 in a Rural Residence Conservation District. Lots recorded or endorsed prior to February 16, 1995 may not be modified such that the Build Factor of the modified lot exceeds 30 in a Rural Residence Conservation District.

4.2.6 Lot Area Calculation

No portion of a lot which is covered by a water body shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above. Not more than a combined total of thirty (30) percent of: (a) land located in a Flood Plain District; (b) land area subject to the Wetlands Protection Act and the Inlands Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the respective minimum lot areas in Single Residence A, Single Residence B, General Residence and Institutional Districts. The provisions of the second sentence of this paragraph (a) shall apply in Single Residence A, Single Residence B and General Residence Districts to any lot created after May 8, 1989.

Not more than a combined total of ten (10) percent of: (a) land located in a Flood Plain District; (b) land areas subject to the Wetlands Protection Act and the Inland Wetlands Act, M.G.L., Ch. 131, S. 40 and 40A (but not including any area defined as a buffer area under said statutes); and (c) land subject to federal flood storage restrictions included within the Charles River Valley Storage Project shall be counted in calculating the area of a lot for purposes of determining the minimum lot area in a Rural Residence-Conservation District as listed in the Tables 4.2.1, 4.2.2, 4.2.3, and 4.2.4 above.

4.2.7 Special Regulations for Rural Residence – Conservation District

(a) Lot Coverage No building or structure, or addition to any building or structure, but not including accessory buildings or structures, shall be erected or placed on a lot which will result in the covering by buildings or structures of more than fifteen percent (15%) of the lot area in a Rural Residence-Conservation District.

(b) Vegetative Buffer In a Rural Residence-Conservation District, the first thirty-five (35) feet of the required minimum front setback of fifty (50) feet, as measured from Chestnut Street and from the designated Scenic Roads of South Street and Charles River Street, shall remain as a natural vegetative buffer not to be cut or cleared except for normal maintenance and vehicular access, including private driveways and subdivision roadways."

) In Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, by renumbering Section 4.2.2 as 4.2.8, Section 4.2.3 as 4.2.9, Section 4.2.4 as 4.2.10, Section 4.2.5 as 4.2.11, Section 4.2.6 as 4.2.12, Section 4.2.7 as 4.2.13, and 4.2.8 as 4.2.14.

:) Amend the Needham Zoning By-Law by revising and updating all references in the By-Law to Section 4.2 and its associated subsections from the captions, as well as from the text and the respective zoning requirements as follows:

1. Amend Section 1.4.7.2 Alteration of Single-Family and Two-Family Dwellings, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

2. Amend Section 1.4.7.3 Reconstruction of Single-Family and Two-Family Dwellings Located in a Zoning District Where the Use is Permitted, by replacing in the first sentence the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

3. Amend Section 1.4.7.4 Reconstruction of Two-Family Dwellings Located in a Single Residence A, Single Residence B or Rural Residence-Conservation District Where the Use is Prohibited, by replacing in the first sentence of the first paragraph and again in paragraph "(d)" the phrase "Section 4.2.1(g)(i)(j)(k)" with the phrase "Section 4.2.3".

4. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule of uses table under the category "Residence" the entry "PRD (See 4.2.5)" with the entry "PRD (See 4.2.11)" and by further replacing the entry "RC (See 4.2.6)" with the entry "RC (See 4.2.12)".

5. Amend Section 3.2.1 Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by replacing in the schedule of uses table under the entry which reads "The use of a single-family detached dwelling for a residential hospice house", *footnote (3)(a), the phrase "s.4.2.1 (a)" with the phrase "Section 4.2.6".

6. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.1 Lot Area, Frontage and Setback Requirements, by replacing in the second sentence the phrase "Section 4.2.7 Reduction in Dimensional Regulations" with the phrase "Section 4.2.13 Reduction in Dimensional Regulations".

7. Amend Section 3.6.6 Dimensional Regulations for the Medical Overlay District, Subsection 3.6.6.3 Building Height Requirements, by replacing in the second sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

8. Amend Section 3.12.6 Dimensional Regulations for the Elder Services Zoning District, subparagraph (d), by replacing in the last sentence the phrase "Section 4.2.7 (a)-(f)" with the phrase "Section 4.2.13 (a)-(f)".

9. Amend Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.7 Dimension, Density and Parking Requirements, subparagraph (h), by replacing in the first sentence the phrase "(per Section 4.2.8)" with the phrase "(per Section 4.2.14)".

10. Amend Section 4.1.5 Minimum Required Lot Width, by replacing in the first sentence the phrase "Sections 4.2.1, 4.3.1, 4.4.1 and 4.6.1;" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1, 4.4.1 and 4.6.1;"

11. Amend Section 4.2.8 Height Limitation Exception, as follows: by replacing in the first sentence of the first paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4"; by replacing in the third sentence of the second paragraph the phrase "footnote (h) of Section 4.2.1 Table of Regulations" with the phrase "footnote (f) of Section 4.2.4 Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District"; by replacing in the first sentence of the third paragraph the phrase "Section 4.2.1, footnote (h)" with the phrase "Section 4.2.4, footnote (f)"; by replacing in the second sentence of the fourth paragraph the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3 and 4.2.4"; and by replacing in the first sentence of the fifth paragraph the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

12. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (a), General, by replacing in the first sentence the phrase "Section 4.2.4" with the phrase "Section 4.2.10" and by further replacing the phrase "Sections 4.2.1, 4.2.2 and 4.2.3" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.28 and 4.29."

13. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7."

14. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (b), Dimensional Requirements, sub-paragraph (4) Setback, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7" and by further replacing in the third sentence the phrase "4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, and 4.2.7".

15. Amend Section 4.2.10 Flexible Development Consistent with the Subdivision Control Law, Subsection (d), Documentation, by replacing in the first and second sentences the phrase "Section 4.2.4" with the phrase "Section 4.2.10."

16. Amend Section 4.2.13 Reductions in Dimensional Regulations by Special Permit, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Section 4.2.4".

17. Amend Section 4.2.14, Screening for Public, Semi-Public and Institutional Uses, by replacing in the second sentence the phrase "Section 4.2.8.3" with the phrase "Section 4.2.14.3".

18. Amend Section 4.3 Dimensional Regulations for Apartment District, Subsection 4.3.5 Setback for Other Uses, by replacing in the first sentence the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7".

19. Amend Section 6.4, Outdoor Parking of Vehicles, Subsection 6.4.1 Basic Requirements, sub-paragraph (b), by replacing the phrase "Section 4.2.1" with the phrase "Sections 4.2.1, 4.2.2, 4.2.3, and 4.2.4".

20. Amend Section 7.5.2 Special Permits, Subsection 7.5.2.2 Conditions for Approval of a Special Permit, sub-paragraph (a), by replacing the phrase "4.2.8" with the phrase "4.2.14".

21. Amend Section 7.6 Planning Board, Subsection 7.6.1 Special Permit Granting Authority, by replacing in the first sentence the phrase "4.24, 4.25, 4.2.6" with the phrase "4.2.10, 4.2.11, 4.2.12".

22. Amend Section 7.7 Design Review, Subsection 7.7.2.2 Authority and Specific Powers, by replacing in the first sentence the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase "4.2.10".

23. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the second sentence of the second paragraph the phrase "4.2.5" with the phrase "4.2.11" and by further replacing the phrase "4.2.4" with the phrase"4.2.10".

24. Amend Section 7.7 Design Review, Subsection 7.7.3 Procedure, by replacing in the fifth paragraph the phrase "4.2.5" with the phrase "4.2.11".

And provided further that such amendment shall not be effective until June 1, 2017.

Elizabeth Jane Grimes, member, provided an overview of the zoning articles. She explained that Article 23 is the first of eight articles to be presented to you based on the work of the Planning Board's Large House Review Study Committee.

These eight articles together provide a comprehensive set of recommendations for changes to our zoning laws responding to issues raised during the study. Because of the complexity of the bylaw and the proposed changes, the eight articles are to be presented and voted on separately. That is so you will be able to separately consider and vote on the principal recommendations, rather than have a single vote on the entire package.

Ms. Grimes stated because of the interrelationship of the articles, it would be helpful to provide an overview of the process and recommendations as a whole. All of the following articles are related to Article 23 and are built upon it, and with the permission of the Moderator, I will provide that overview in my remarks to this Article.

These articles are the product of a three year effort in response to concerns about the impact of new or expanded homes which are being built under the current rules, and their effects on existing residential neighborhoods.

In conducting its work the Large House Review Study Committee was guided by the basic principles of our zoning bylaw: to promote appropriate development and use of land and buildings, to promote the health, safety, convenience, and welfare of the inhabitants of Needham, and to avoid adverse impacts from proposed changes.

The Committee sought to:

- Determine the existence, extent, and description of problems
- Determine whether those problems were amenable to solutions via zoning law changes. And if so,
- Determine what zoning changes were most likely to provide those solutions, and
- Determine how those solutions could be implemented without resulting in undue harm to property owners.

The Large House Review Committee began its work by reviewing zoning and recent residential construction activity. The committee members took into consideration expressed concerns and letters from residents, analyzed the current by-law, and examined how surrounding municipalities have approached these issues.

The Committee visited sites and examined both houses being constructed and potential alternatives according to specific criteria. These included designs, square footage, lot coverage, and floor area on existing houses, additions, and new construction houses, on both conforming and non-conforming lots.

The Committee reviewed available regulatory options and explored potential impacts of various approaches on both Needham residents and builders.

The committee conducted hearings and actively sought public input. All of this information and feedback became the basis of the committee's recommendations.

One of the Committee's conclusions was that size was not the only issue, but size in relation to massing, that is, the perceived size and appearance of the structure in relation to its environment. That conclusion became an important element of its recommendations. The Committee sought to keep its recommendations simple and avoid complexities that have caused problems for other towns.

In preparing these articles, the Planning Board has adopted most but not all, of the Study Committee's recommendations in a process that has included additional public hearings and comment.

This has been a long process. Zoning is complex. Every change can affect other aspects. Time had to be taken in an effort to avoid unintended consequences. Time had to be taken to protect smaller lots and avoid harm. The purpose of zoning is to benefit the community, not hurt homeowners.

The resulting eight articles are intended to work as an overall and interrelated set of recommendations, beginning with Article 23.

Article 23 itself is a technical formatting article. It makes no substantive changes to the current Zoning By-Law. But it is essential to this process, because it provides the framework which the subsequent articles will seek to amend.
The Article reorganizes Section 4.2 of the bylaw so that instead of having a single table with numerous footnotes, the section will now include four separate tables with fewer footnotes.

The reason for organizing Section 4.2 this way is to allow Town Meeting to separately vote on Articles 24 through 30 without creating conflicts if some articles are approved and others are not.
However, going forward at all requires adoption of Article 23, because the later articles rely on the language of the revised section 4.2. If Article 23 is not approved, the Planning Board will request to have the subsequent articles referred back for study. A yes vote on 23 is essential to proceed.

Article 24 is the first of several articles proposing substantive change to the bylaw. Article 24 addresses side setback requirements for nonconforming lots. In 1999, town meeting increased side setbacks from 10 to 12.5 feet in the SRB and General Residence districts, but exempted non-conforming lots from the new requirement.

A nonconforming lot in the SRB district is one with less than 10,000 square feet or that doesn't meet the eighty-foot frontage or other dimensional requirements.

This new setback standard was to apply to all new construction and to substantial additions of existing structures. The intent of the 1999 vote was to minimize hardship on smaller lots, but what the study found is that the nonconforming lots are the most susceptible to overbuilding as neighborhoods are redeveloped.

Article 24 would put non-conforming lots under the same rules as the conforming lots- both would have side yard setback of 12.5 feet.

Article 25 revises and clarifies the Bylaw's provisions regarding height. It does not change the basic limit of 35 feet, but provides an equitable means of measuring building height on sloped lots, and is intended to limit the practice of using mounding and regrading to artificially raise the height of the lot, a practice which has sometimes been abused by builders.

Article 26 will introduce the concept of Floor Area Ratio limits to residential construction in Needham. This is a new concept to our by-law, but we have seen it be very useful examples of its implementation in many surrounding towns. Simply put FAR is calculated by floor area of the house divided by the lot area. It limits the total size of the house in relation to the property, and can discourage excessive massing.

Needham already uses FAR for business development, and the Planning Board believes it can be a helpful tool for residential construction as well.

Article 27 would approve a balanced set of provisions intended to reduce bulk, simplify the work of the building inspector, and encourage the use of architectural elements in new construction. It would increase most side setbacks by 1.5 to two feet, but allow features such as bay windows and roof overhangs in the setback, with the setback measurement being taken to the face of the framing. Again, this approach is intended to reduce massing while encouraging visually appealing and interesting architecture .

Article 28 will increase the front setback for attached garages from 20 to 25 feet. The front setback for the house will remain at 20 feet. The reasons for this are to reduce bulk and the impression of the garage imposing on the street, and to reduce the likelihood of larger cars parking across the sidewalk.

Article 29 will revise and extend the Bylaw's Lot Coverage limits. Lot coverage is the ratio of the footprint of buildings to total lot area. Our Lot Coverage rules currently apply only to new construction, and the revised rules will apply these limits to additions as well. Article 29 will be another tool to discourage overbuilding.

Article 30 would establish a special permit process under the Zoning Board of Appeals for major reconstruction and additions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are made nonconforming for a front or side setback by passage of Articles 27 and 28. The ZBA could allow the new construction to retain the previous setbacks, but only based on findings that the new structure is no closer to the side lot line than the farthest extent of the existing structure, and that the new construction is not substantially more detrimental to the neighborhood than the existing nonconforming structure.

Ms. Grimes hoped this summary showed a plan that was carefully thought out and workable. Throughout this process, the Planning Board kept in mind that while improving the bylaw, it needed to avoid causing hardships or unintended consequences. One concern has been whether additional restrictions will decrease property values, especially for elderly residents relying on their home as their principal asset. That concern has been in focus throughout this process and the Planning Board believes that the answer is "no." Property values in Needham did not decrease after substantive changes were approved by Town Meeting in 1999, and indeed have increased substantially since then. Home values in Needham have many contributing factors: our proximity and access to Boston and Metro West, good schools, public safety and other municipal services, access to transportation, including Rte. 128 and four commuter rail stops, a strong local economy, and many other elements of community. The changes proposed are limited, and are intended to contribute to that sense of community. And even if all of these changes are approved, Needham's regulations will still be less restrictive than those of most of the comparable communities we studied. We believe that this is a careful set of proposals, and in some ways minimally necessary to address the concerns that we have heard during the study and for many years before.

As stated, Article 23 makes no substantive changes to the bylaw, but it provides a framework for the following articles, and its passage by a 2/3 vote is necessary for this process to continue. After long and careful study and with input from many different parties, we are convinced that a majority of the voters want us to address concerns of overbuilding and to protect and improve our neighborhoods, and we believe these proposals will help do that. The Planning Board asks that you vote yes on Article 23.

Ms. Marianne B. Cooley, Chairman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Unanimous consent was given to allow Building Commissioner David Roche, non-resident and non-Town Meeting Member, to explain the formula under section 4.2.5 in response to an inquiry from Mr. Joshua W. Levy.

ACTION : The main motion was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ARTICLE 24: AMEND ZONING BY-LAW – SIDE YARD SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS FOR NONCONFORMING LOTS

To see if the Town will vote to amend footnote (a) to the tables contained within Sections 4.2.2 and 4.2.3 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting by deleting the final sentence of each such footnote so that, as amended, the footnotes would read as follows:

(a) *Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet.*

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: Revisions of the Zoning By-Law adopted in 1999 to address concerns of overbuilding increased the minimum side setback for "new construction" in the Single Residence B and General Residence districts from 10 to 12.5 feet. But in approving that change, Town Meeting also approved an amendment exempting non-conforming lots from the new requirement.

Article 24 would effectively repeal the 1999 exemption amendment and make the 12.5 foot setback standard for all lots in Single Residence B and General Residence Districts.

The language being removed (which appears in two footnotes in Article 23) reads:

"Notwithstanding anything to the contrary contained herein, the minimum sideline setback requirement for all buildings and structures on any lot in a Single Residence B District or General Residence District which contains less than 10,000 square feet or has less than 80 feet of frontage shall be 10.0 feet."

The purpose of this change is to reduce the perceived disruption of disproportionately large new houses being constructed close to the sidelines on undersized lots.

A detailed definition of the term "new construction" appears in the current bylaw, and the same language is in Article 23. This change would not impair the rights of homeowners to remodel or rebuild within their current footprints.

MOVED: That the Town vote to amend footnote (a) to the tables contained within Sections 4.2.2 and 4.2.3 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting by deleting the final sentence of each such footnote so that, as amended, the footnotes would read as follows:

(a) Buildings and structures shall have a minimum sideline setback requirement of 12.5 feet in the Single Residence B and General Residence Districts. A maximum of 28 linear feet of structure, as measured parallel to the side lot line at the first-floor plane, may be constructed to the minimum side setback line. For the remaining length of structure, as measured parallel to the side lot line at the first-floor plane, the minimum sideline setback distance shall be increased to 14.5 feet.

And provided further that such amendment shall not be effective until June 1, 2017.

Mr. Ted Owens, member, addressed this proposal on behalf of the Planning Board. He explained that this proposal is a moderate change and would repeal the 1999 exemption amendment and make the 12.5 foot setback for undersized lots standard Single Residence B and General Residence Districts.

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that this proposal will bring undersize lots into conformity. The Board of Selectmen unanimously recommends adoption of Article 24.

Mr. Gary Michael Kaufman rose in opposition to this proposal. He noted that he is a member of the Large House Study Committee and an active Town Meeting Member. He expressed concern with putting additional restrictions on personal property.

The following Town Meeting Members spoke in favor of Article 24 and all the zoning articles: John D. Crimmings, Doug H. Fox, Kenneth Scott Muldoon, Robert T. Smart, Jr., Peter J. Pingitore, and William J. Paulson. Also speaking in favor of these articles were non-Town Meeting Members Ellen Fine and Lori Olson.

After a brief discussion, Mr. Steven M. Rosenstock moved the previous question. The motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented, but the Moderator was still in doubt. The following tellers were sworn in by the Moderator: Richard S. Creem, Paula R. Callanan, Erik J. Bailey, Jane B. Murphy, Thomas M. Harkins, and Marjorie M. Margolis. The motion, which requires a two-thirds vote for passage, was again presented and carried by a count of hands. The hand count was Yes 172 No 42.

ACTION: The main motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

ARTICLE 25: AMEND ZONING BY-LAW – HEIGHT REQUIREMENTS IN RESIDENTIAL DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Height" as follows:

   Height - Height shall be measured using one of the following two alternative methods, the method to be determined at the discretion of the applicant: (1) the vertical distance from average original grade or finished grade, whichever is lower, of the land surrounding the footprint of the structure to the highest point of a structure or roof of a building. The average height shall be measured starting at one corner of the structure measuring the height of the structure to the highest point above grade, and measurements shall be taken every 10 linear feet. The height limit under this method is 35 feet. For purposes of this alternative, original grade shall be defined as the grade of the lot before any regrading, demolition or development begins. If an existing structure is to be demolished, the original grade shall be the grade determined prior to demolition of the structure. If there is no existing structure on the property, the natural grade of the property, prior to any modification, shall be considered the original grade; except in new subdivisions where the original grade shall mean the approved and recorded grade; or (2) the height of the structure measured from a single point in the street centerline which is the average elevation of the highest 1/3 of the property's street frontage. The height limit under this method is 32 feet.
2. By inserting new footnotes (b) and (c) to the "Max. Height" in the Single Residence B and General Residence Districts on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (b) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

   (c) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

3. By inserting new footnotes (e) and (f) to the "Max. Height" in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnotes to read as follows:

(e) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

(f) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: Presently, building height is measured from average finished grade at the face of the house wall to the highest point of the structure or roof of a building. Under the article height is proposed to be measured from the lower of average original grade or average new grade. The height limit for residential uses in the, Rural Residence Conservation, Single Residence A, Single Residence B, and General Residence Districts is and will continue to be 35 feet.

This article provides an equitable alternative for measuring building height for special situations involving downward sloping lots, upwards sloping lots, or in cases with walk out basements. The article provides additional detail intended to limit perceived abuses of the current methodology, and sets a maximum height at any point of 41 feet.

MOVED: That the Town vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Height" as follows:

   Height - Height shall be measured using one of the following two alternative methods, the method to be determined at the discretion of the applicant: (1) the vertical distance from average original grade or finished grade, whichever is lower, of the land surrounding the footprint of the structure to the highest point of a structure or roof of a building. The average height shall be measured starting at one corner of the structure measuring the height of the structure to the highest point above grade, and measurements shall be taken every 10 linear feet. The height limit under this method is 35 feet. For purposes of this alternative, original grade shall be defined as the grade of the lot before any regrading, demolition or development begins. If an existing structure is to be demolished, the original grade shall be the grade determined prior to demolition of the structure. If there is no existing structure on the property, the natural grade of the property, prior to any modification, shall be considered the original grade; except in new subdivisions where the original grade shall mean the approved and recorded grade; or (2) the height of the structure measured from a single point in the street centerline which is the average elevation of the highest 1/3 of the property's street frontage. The height limit under this method is 32 feet.

2. By inserting new footnotes (b) and (c) to the "Max. Height" in the Single Residence B and General Residence Districts on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (b) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

   (c) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

3. By inserting new footnotes (e) and (f) to the "Max. Height" in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnotes to read as follows:

   (e) The maximum height at any point of any building or structure shall not exceed 41 feet above the lower of original or finished grade.

   (f) If all or a portion of a basement wall is exposed for the full height of the wall, dormers in the one-half story above the basement wall shall not be permitted.

And provided further that such amendments shall not be effective until June 1, 2017.

Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board. She explained that this article provides an equitable alternative for measuring building heights for special situations involving downward sloping lots, upwards sloping lots, or in cases with walk out basements and sets the maximum height of 41 feet in residential districts.

Ms. Marianne B. Cooley, Chairman, urged support on behalf of the Board of Selectmen. She noted that this article provides protection from buildings with four stories.

Mr. Lance R. Brown and Deborah S. Winnick rose in support of this proposal.

ACTION: The main motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator

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ARTICLE 26: AMEND ZONING BY-LAW – FLOOR AREA RATIO REQUIREMENT IN THE SINGLE RESIDENCE B DISTRICT

To see if the Town will vote to make the following four amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Floor Area Ratio" as follows:

   The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor,

unenclosed porches, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.

2. By inserting a new requirement for Floor Area Ratio of ".36-.38" for the Single Residence B District, in the tables in Sections 4.2.1, 4.2.2 and 4.2.3

3. By inserting a footnote (d) for the Floor Area Ratio in the Single Residence B District on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (d) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

4. By inserting a footnote (g) for the Floor Area Ratio in the Single Residence B District on the table contained in Section 4.2.3, such footnote to read as follows:

   (g) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: This article introduces a Floor Area Ratio (FAR) requirement in the Single Residence B District. Floor Area Ratio is a way of calculating the allowed square footage of all buildings on a lot as a ratio of the existing lot area.

This article is intended to control the overall density of structures by limiting the gross floor area of structures relative to lot area. Less floor area is allowed on smaller lots with more allowed on large lots.
Under this article, allowed square footage is calculated based on the first and second floors of the building plus an additional 600 square foot allowance for the garage. The reason for excluding other spaces, including basements and attics in the FAR calculations is to simplify interpretation. The approach taken in this article concedes that every house has a foundation of some depth, and a roof of some appropriate design. Whether it is finished space, crawl space, or trussed attic, does not really impact the house structure and look.

The table below details the proposed FAR standard.

Lot Size in Square Feet	*FAR*
Lot Size < 12,000	*.38*
Lot Size ≥ 12,000	*.36*

MOVED: That the Town vote to make the following four amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting a new definition in Section 4.2 for "Floor Area Ratio" as follows:

   The term "Floor Area Ratio" means the floor area divided by the lot area. Floor area shall be the sum of the horizontal areas of the several floors of each building on a lot, as measured from the exterior faces of the exterior walls, but excluding basements, attics, half-stories located directly above the second floor, unenclosed porches, and up to 600 square feet of floor area intended and designed for the parking of automobiles whether in accessory buildings or structures, or in main buildings or structures.

2. By inserting a new requirement for Floor Area Ratio of ".36-.38" for the Single Residence B District, in the tables in Sections 4.2.1, 4.2.2 and 4.2.3

3. By inserting a footnote (d) for the Floor Area Ratio in the Single Residence B District on the tables contained in Sections 4.2.1 and 4.2.2, such footnotes to read as follows:

   (d) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

4. By inserting a footnote (g) for the Floor Area Ratio in the Single Residence B District on the table contained in Section 4.2.3, such footnote to read as follows:

   (g) The maximum floor area ratio shall be as follows: for lots containing less than 12,000 square feet – .38; and for lots containing 12,000 or more square feet – .36.

And provided further that such amendments shall not be effective until June 1, 2017.

Mr. Ted Owens, member, addressed this proposal on behalf of the Planning Board. He explained that this article is intended to control the overall density of structures by limiting the gross floor area relative to the lot area. The allowed square footage is calculated based on the first and second floors plus an additional 600 square foot allowance for the garage. He also stated that this article forces architects to design a more interesting house. He stated that the Planning Board requests support of this article.

Mr. Maurice P. Handel, Selectman, stated that the board of Selectmen unanimously supports this article.

In response to an inquiry from Lois Sockol, Mr. Owens advised that a finished basement does not affect the ratio.

In response to an inquiry from Mr. Stuart B. Agler, Mr. Owens advised that if there is no garage, you lose the 650 square feet and if the garage is bigger, the ratio on the first and second floor is less.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 27: AMEND ZONING BY-LAW – DEFINITIONS AND SIDE YARD SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following eight amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new definitions for Front Yard Setback, Side Yard Setback, Rear Yard Setback and Lot Coverage in Section 4.2 as follows:

   Front Yard Setback - the minimum horizontal distance from a front lot line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the front yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; and (v) unenclosed, covered or uncovered landings or entrance porches located on the first floor and having no habitable space directly above, provided that no more than a maximum of 50 square feet of said landing or porch is allowed in the front setback and the maximum porch or landing projection into the front setback is limited to 5 feet.

   Side Yard Setback - the minimum horizontal distance from a side line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the side yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered or uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

   Rear Yard Setback - the minimum horizontal distance from the rear line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the rear yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered and uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

   Lot Coverage - that portion of a lot that is covered or occupied by any building or structure, but excluding unenclosed, covered or uncovered landings or porches (unless such covered landings or porches have habitable space directly above), steps, roof overhangs, bay windows, chimneys and bulkheads as permitted in required setbacks as provided above, as well as outdoor fireplaces, decks, patios and pools.

2. By amending subsection (b) of the definition of "New Construction" so that, as amended, it shall read: "(b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage;"

3. By deleting the final sentence in footnotes (b) and (c) to the Table contained in Section 4.2.3, so that, as amended, such footnotes read as follows:

   (b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

   (c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%;

For lots containing at least 9,000 square feet – 30%.

4. By changing the Side Setbacks in the Single Residence B and General Residence Districts to 14 feet on the tables contained in Sections 4.2.1, 4.2.2 and 4.2.3.

5. By inserting new footnotes (e) and (f) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

   (e) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

   (f) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 10-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

6. By amending footnote (a) to the table contained in Sections 4.2.2 and 4.2.3 so that, as amended, such footnotes reads as follows:

   (a) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

7. By inserting a new footnote (e) to Side Setback for the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnote to read as follows:

   (e) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 12.5 foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

8. By deleting footnote (d) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: This article would increase side yard setback in Single Residence B and General Residence Districts for conforming lots to 14 feet and for lots with less than 80 feet of frontage to 12 feet while adopting offsetting provisions intended to encourage architectural variety by allowing various elements to be built within the setbacks, such as bay windows, roof overhangs of up to two feet, and covered front landings of up to fifty square feet, projecting not more than five feet into the front setback.

The article redefines the way in which the setback is to be measured and details the various architectural elements that would be permitted to be built within a required front, rear, or side yard. This is accomplished by creating new definitions for the terms "front yard setback", "side yard setback", "rear yard setback", and "lot coverage" and would apply in Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts.

This article would also establish an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for a side yard setback as a result of the passage of this article. Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 could be extended to a side yard setback of 10 feet and structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 could be extended to a side yard setback of 12.5 feet, provided that the project did not include demolition of more than 50% of the existing building shell exclusive of a single story attached garage. In all of the above-noted cases, the structure may not be sited closer to the side lot line than the farthest extent of the existing structure. In implementing the relief provided by this provision, the definition of "setback" in Section 1.3 of the Zoning By-Laws shall control.

MOVED: That the Town vote to make the following eight amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new definitions for Front Yard Setback, Side Yard Setback, Rear Yard Setback and Lot Coverage in Section 4.2 as follows:

   Front Yard Setback - the minimum horizontal distance from a front lot line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the front yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; and (v) unenclosed, covered or uncovered landings or entrance porches located on the first floor and having no habitable space directly above, provided that no more than a maximum of 50 square feet of said landing or porch is allowed in the front setback and the maximum porch or landing projection into the front setback is limited to 5 feet.

   Side Yard Setback - the minimum horizontal distance from a side line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the side yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered or uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

   Rear Yard Setback - the minimum horizontal distance from the rear line of a lot to the nearest portion of the exterior wall sheathing of a building or structure. The following elements are permitted in the rear yard setback: (i) uncovered steps; (ii) roof overhangs projecting not more than 2 feet from the wall of a building; (iii) siding and trim projecting not more than 6 inches from the wall of a building; (iv) unenclosed, covered and uncovered landings which neither exceed a total area of 25 square feet nor project more than 4 feet from the face of a building; (v) first floor bay windows that do not have a foundation nor create any floor area nor project more than 2 feet from the wall of a building, provided that the width of a single bay window is limited to 8 feet, total overall area of a bay or bays is limited to 25% of the first floor wall area where the bay or bays are installed, and roofs on bay windows may project an additional 6 inches into the setback; (vi) attached chimneys and fireplace enclosures projecting not more than 2 feet from the wall of a building; and (vii) covered basement entrances (bulkheads) which neither exceed a total area of 40 square feet nor a maximum height of 3.5 feet nor project more than 7.5 feet from the wall of a building.

   Lot Coverage - that portion of a lot that is covered or occupied by any building or structure, but excluding unenclosed, covered or uncovered landings or porches (unless such covered landings or porches have habitable space directly above), steps, roof overhangs, bay windows, chimneys and bulkheads as permitted in required setbacks as provided above, as well as outdoor fireplaces, decks, patios and pools.

2. By amending subsection (b) of the definition of "New Construction" so that, as amended, it shall read: "(b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage;"

3. By deleting the final sentence in footnotes (b) and (c) to the Table contained in Section 4.2.3, so that, as amended, such footnotes read as follows:

   (b) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

   (c) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

4. By changing the Side Setbacks in the Single Residence B and General Residence Districts to 14 feet on the tables contained in Sections 4.2.1, 4.2.2 and 4.2.3.

5. By inserting new footnotes (e) and (f) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

(e) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

(f) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 10-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

6. By amending footnote (a) to the table contained in Sections 4.2.2 and 4.2.3 so that, as amended, such footnotes reads as follows:

(a) The minimum side yard setback is 14 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback line, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet, and a maximum of 32 linear feet of structure may be built at the minimum setback distance, as measured parallel to the side lot line, provided that the remaining length of structure along the side yard setback must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2 foot offset.

7. By inserting a new footnote (e) to Side Setback for the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnote to read as follows:

(e) Existing single family or two-family structures non-conforming for side yard setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 12.5 foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the structure shall not be closer to the side lot line than the farthest extent of the existing structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

8. By deleting footnote (d) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3.

And provided further that such amendments shall not be effective until June 1, 2017.

Ms. Elizabeth Jane Grimes, member, addressed this article on behalf of the Planning Board. She explained that this proposal increases the side yard setback in single Residence B and General Residence District for conforming list to 14 feet and for lots with less than 80 feet of frontage to 12 feet.

On behalf of the Board of Selectmen, Ms. Marianne B. Cooley, Chairman, moved to refer the subject matter of Article 27 back to the Planning Board for further action.

In response to an inquiry from Mr. Paul A. Siegenthaler, Ms. Grimes advised that the Planning Board would like to go forward with this article.

The following Town Meeting Members spoke in support of this article: Peter J. Pingitore, Erik J. Bailey, Mary E. Keane-Hazzard, Ann DerMarderosian, and Jeffrey D. Heller.

Mr. Robert T. Smart, Jr. urged support of the motion to refer suggesting further review of this proposal is beneficial.

Mr. Elan Barzilay moved the previous question on the main motion and the motion to refer. The motion was presented and passed by the required two-thirds vote on a voice vote declared by the Moderator.

The motion to refer was presented, but it failed to pass on a voice vote declared by the Moderator.

ACTION: The main motion was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ARTICLE 28: AMEND ZONING BY-LAW – GARAGE SETBACK REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new footnotes (g) and (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

   (g) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

   (h) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

2. By inserting new footnotes (f) and (g) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

   (f) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

   (g) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

3. By inserting a new footnote (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

   (h) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Explanation: This article revises the front yard setback requirement for an attached garage in the Single Residence B and General Residence Districts. Presently the front yard setback for a building or structure located in the noted districts is 20 feet. The article proposes to increase the required front yard setback for an attached garage from 20 feet to 25 feet. For corner lots the increased front yard setback is required along both frontage streets. In applying this provision, the definition of "front yard setback" as adopted under Article 27 and now incorporated into Section 4.2 of the Zoning By-Laws shall control.

The article establishes an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming as to front yard setback of an attached garage as a result of the passage of this article. Under the article, additions to existing single family or two-family structures that are non-conforming as to front yard setback of an attached garage and upon which a building permit for the existing structure was issued prior to June 1, 2017, would be permitted to be extended to a front yard garage setback of 20 feet as-of-right, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. In implementing the relief provided by this provision, the definition of "setback" in Section 1.3 of the Zoning By-Laws shall control.

MOVED: That the Town vote to make the following three amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By inserting new footnotes (g) and (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

   (g) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

   (h) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

By inserting new footnotes (f) and (g) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

(f) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

(g) Existing single family or two-family structures non-conforming for front yard garage setback and for which the building permit for the existing structure was issued prior to June 1, 2017, may be altered or structurally changed as-of-right to a 20-foot setback, notwithstanding the provisions of Section 1.4.7.2, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story attached garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these By-Laws shall control.

By inserting a new footnote (h) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

(h) Attached garages shall have a minimum front yard setback of 25 feet. For corner lots the increased front yard setback of 25 feet is required along both frontage streets.

And provided further that such amendments shall not be effective until June 1, 2017.

Mr. Ted Owens, member, addressed this proposal on behalf of the Planning Board. He stated that this article increases front yard setbacks to 25 feet and provides more room for large SUVs. This proposal also redefines the way in which setbacks are to be measured and details various permitted architectural elements.

Ms. Marianne B. Cooley, Chairman, Board of Selectmen, moved to refer the subject matter of Article 28 back to the Planning Board for further study. She noted that this article was not discussed by the Large House Study Committee.. The Board of Selectmen unanimously supports the motion to refer.

In response to an inquiry from Ms. Lois Sockol, Mr. Owens stated that the Planning Board did not touch the rear setbacks.

In response to an inquiry from Mr. Erik J. Bailey, Mr. Owens advised that a garage would have to comply with both front and side setbacks if the garage is located in one corner of the lot.

Mr. Joseph J. Leghorn rose in support of all the zoning articles and commended both the Planning Board and the Board of Selectmen.

After a brief discussion, a motion to move the previous question on the main motion and the motion to refer was offered by Mr. Ford H. Peckham. The motion to move the previous question was presented and carried by voice vote.

The motion to refer was presented, but it failed to pass on a voice vote declared by the Moderator.

ACTION: The main motion was presented and carried by the required two-thirds vote 7on a voice vote declared by the Moderator.

ARTICLE 29: AMEND ZONING BY-LAW – LOT COVERAGE REQUIREMENT IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following three amendments to Section 4.2 of the Needham Zoning Bylaw as amended by Article 23 of this Town Meeting, as follows:

1. By Changing the Max. Lot Area Coverage in the Single Residence B District to 25%-30% and General Residence District to 30%-35% in the Tables contained in Section 4.2.1 and 4.2.2.

2. By inserting new footnotes (i) and (j) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1, such footnotes to read as follows:

(i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(j) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 32%; For lots containing at least 8,500 – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

3. By inserting new footnotes (h) and (i) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

(h) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 squqre feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

And provided further that such amendments shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: This article establishes a sliding scale (based on lot area) lot coverage requirement for alterations and additions to existing residential buildings and structures located on all lots in the Single Residence B and General Residence Districts. The Zoning By-Law already includes lot coverage for "New Construction" and is now being applied to alterations and additions.

"Lot coverage" is defined as a fraction, or percentage, calculated by dividing the square footage of the lot covered by buildings or structures (often called the "footprint"), by the square footage of the lot on which the building or structure is located. For purposes of calculating lot coverage unenclosed porches or landings, decks, patios, pools and bulkheads are excluded. In the Single Residence B District the lot coverage requirements are detailed in zoning article text above as footnotes 2(i) and 3(h) and in the table below. In the General Residence B District, the lot coverage requirements are detailed in zoning article text as footnotes 2(j) and 3(i) and in the table below.

Lot Coverage for Single Residence B:

Lot Size in Square Feet	***Lot Coverage***
Lot size < 5,500	*30%*
5,500 ≤ Lot size < 6,000	*29%*
6,000 ≤ Lot size < 6,500	*28%*
6,500 ≤ Lot size < 7,000	*27%*
7,000 ≤ Lot size < 7,500	*26%*
Lot size ≥ 7,500	*25%*

Lot Coverage for General Residence:

Lot Size in Square Feet	***Lot Coverage***
Lot size < 7,000	*35%*
7,000 ≤ Lot size < 7,500	*34%*
7,500 ≤ Lot size < 8,000	*33%*
8,000 ≤ Lot size < 8,500	*32%*
8,500 ≤ Lot size < 9,000	*31%*
Lot size ≥ 9,000	*30%*

MOVED: That the Town vote to make the following three amendments to Section 4.2 of the Needham Zoning Bylaw as amended by Article 23 of this Town Meeting, as follows:

1. By Changing the Max. Lot Area Coverage in the Single Residence B District to 25%-30% and General Residence District to 30%-35% in the Tables contained in Section 4.2.1 and 4.2.2.

2. By inserting new footnotes (i) and (j) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.1. such footnotes to read as follows:

(i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500

square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(j) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

3. By inserting new footnotes (h) and (i) for Max. Lot Coverage in the Single Residence B and General Residence Districts on the table contained in Section 4.2.2, such footnotes to read as follows:

(h) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 5,500 square feet – 30%; For lots containing at least 5,500 square feet but less than 6,000 square feet – 29%; For lots containing at least 6,000 square feet but less than 6,500 square feet – 28%; For lots containing at least 6,500 square feet but less than 7,000 square feet – 27%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 26%; and For lots containing at least 7,500 square feet – 25%.

(i) Buildings and structures created on any lot shall not result in lot coverage exceeding the following specified maximum percentages of the area of such lot: For lots containing less than 7,000 square feet – 35%; For lots containing at least 7,000 square feet but less than 7,500 square feet – 34%; For lots containing at least 7,500 square feet but less than 8,000 square feet – 33%; For lots containing at least 8,000 square feet but less than 8,500 square feet – 32%; For lots containing at least 8,500 square feet but less than 9,000 square feet – 31%; For lots containing at least 9,000 square feet – 30%.

And provided further that such amendments shall not be effective until June 1, 2017.

Ms. Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board. She explained that this article establishes a sliding scale lot coverage requirement for alterations and additions to existing residential building and structures on all lots in Single Residence B and General Residence Districts.

Ms. Marianne B. Cooley, Chairman, stated that the Board of Selectmen unanimously recommends adoption of this article.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 30: AMEND ZONING BY-LAW – FRONT AND SIDE YARD SPECIAL PERMIT EXCEPTIONS FOR NONCONFORMING STRUCTURES IN THE SINGLE RESIDENCE B AND GENERAL RESIDENCE DISTRICTS

To see if the Town will vote to make the following two amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By amending the definition of "New Construction" so that, as amended, it shall read: "The term 'New Construction' means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; and (b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage. For purposes of calculating the percentages of any demolition under this definition, all demolition shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure."

2. By inserting a new footnote (i) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

(i) Existing single or two-family structures non-conforming for front yard garage setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the garage structure is sited no closer to the front lot line than the farthest extent of the existing garage structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

3. By inserting a new footnote (j) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

j) Existing single or two-family structures non-conforming for side yard setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not reconstructed) to a side yard setback of 10 feet upon a lot created by deed or plan endorsed or recorded prior to January 9, 1986 and to a side yard setback of 12.5 feet upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the structure is sited no closer to the side lot line than the farthest extent of the existing structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

And provided further that such amendment shall not be effective until June 1, 2017.

Or take any other action relative thereto.

Article Information: This article establishes a special permit process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for either a front yard setback to a garage or a side yard setback as a result of the passage of Articles 27 and 28, and which demolish more than 50% of the existing building shell exclusive of a single story attached garage. Articles 27 and 28 allow additions by right to original setback limits if demolition does not exceed 50%.

Under Article 30, existing single or two-family structures that are non-conforming as to front yard setback of an attached garage may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals. For those structures which are non-conforming relative to a side yard setback, a tiered special permit approach is provided as follows: (1) Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet by special permit; and (2) Structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet by special permit. In all of the above-noted cases, the special permit from the Board of Appeals may not be issued unless the Board finds the structure is sited no closer to the side lot line than the farthest extent of the existing structure.

With the establishment of the Floor Area Ratio requirement under Article 26 for all lots in the Single Residence B District and with the extension of the Lot Coverage requirement under Article 29 to building additions in the Single Residence B and General Residence Districts, building size is now effectively regulated through these alternative methods. Thus, references to addition size are no longer required within the definition of "new construction" and are now eliminated.

MOVED: That the Town vote to make the following two amendments to Section 4.2 of the Needham Zoning By-Law as amended by Article 23 of this Town Meeting, as follows:

1. By amending the definition of "New Construction" so that, as amended, it shall read: "The term 'New Construction' means any one or any combination of the following: (a) Any construction of a structure on a vacant lot; and (b) Any construction which involves demolition of more than 50% (fifty percent) of the building shell exclusive of demolition of a single story attached garage. For purposes of calculating the percentages of any demolition under this definition, all demolition shall be taken into account which commenced, or could have commenced, pursuant to an issued permit within two (2) years prior to the date of any request for any permit to construct, re-construct, alter, add, extend or otherwise structurally change any structure."

2. By inserting a new footnote (i) for Front Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

   (i) Existing single or two-family structures non-conforming for front yard garage setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the garage structure is sited no closer to the front lot line than the farthest extent of the existing garage structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

3. By inserting a new footnote (j) for Side Setback in the Single Residence B and General Residence Districts on the table contained in Section 4.2.3, such footnote to read as follows:

   (j) Existing single or two-family structures non-conforming for side yard setback where demolition exceeds 50% of the building shell exclusive of demolition of a single story attached garage and for which the building permit for the existing structure was issued prior to June 1, 2017 may be altered, extended or structurally changed (but not

reconstructed) to a side yard setback of 10 feet upon a lot created by deed or plan endorsed or recorded prior to January 9, 1986 and to a side yard setback of 12.5 feet upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 upon receipt of a special permit from the Board of Appeals under Section 7.5.2 of the Zoning By-Law provided: (1) the new construction meets all other requirements of the Zoning By-Law; (2) the structure is sited no closer to the side lot line than the farthest extent of the existing structure; and (3) the Board determines that such change, extension or alteration shall not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Said special permit may be granted notwithstanding the provisions of Section 1.4.7.2. For the purposes of this footnote, the definition of "setback" in Section 1.3 of these Bylaws shall control.

And provided further that such amendment shall not be effective until June 1, 2017.

Mr. Ted Owens, member, addressed this proposal on behalf of the Planning Board. He advised that this article establishes a special permit process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are non-conforming.

Ms. Marianne B. Cooley, Chairman, Board of Selectmen, advised that this language is overly broad and gives too much leeway to the Board of Appeals. She moved that the subject matter of Article 30 be referred back to the Planning Board for further review and discussion.

The motion to refer was presented, but it failed to pass on a voice vote declared by the Moderator.

ACTION: The main motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

With the conclusion of Articles 23 through 30 set for the first order of business on Wednesday, May 3, 2017, discussion continued under Article 21:

ARTICLE 21: AUTHORIZE MASSACHUSETTS GENERAL LAW CHAPTER 71, SECTION 71E / SCHOOL ADULT EDUCATION AND CONTINUING EDUCATION PROGRAMS

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 71, Section 71E, which authorizes the School Committee to maintain separate revolving accounts for its receipts and expenditures in connection with the conduct of adult and continuing education programs including, but not limited to: adult physical fitness programs, summer school programs and enrichment programs, authorized by the school committee and in connection with the use of school property under section 71; and including parking fees; or take any other action relative thereto.

Article Information: This statute authorizes the School Committee to maintain separate revolving accounts for its receipts and expenditures in connection with the conduct of adult and continuing education programs. The School Committee has operated such programs for many years. The Adult Education Program offered through Community Education provides approximately 200 course offerings annually to 2,326 Needham residents and other registrants. The Summer School Program, also offered through Community Education, provides summer education to 1,662 Needham students in 138 enrichment remedial classes. This request is to obtain formal authorization to continue these program offerings into FY2018 and beyond.

MOVED: That the Town vote to accept the provisions of Massachusetts General Law Chapter 71, Section 71E, which authorizes the School Committee to maintain separate revolving accounts for its receipts and expenditures in connection with the conduct of adult and continuing education programs including, but not limited to: adult physical fitness programs, summer school programs and enrichment programs, authorized by the school committee and in connection with the use of school property under section 71; and including parking fees.

Ms. Heidi C. Black, Chairman, addressed this proposal and recommended adoption on behalf of the School Committee.

Mr. Kenneth J. Lavery, member, recommended adoption on behalf of the Finance Committee.

Mr. Daniel P. Matthews, Selectmen, recommended adoption on behalf of the Board of Selectmen.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 22 was adopted by unanimous consent on Monday, May 1, 2017.

ARTICLES 23 through 30 were adopted earlier this evening.

ARTICLE 31: AMEND ZONING BY-LAW – MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS AND RECREATIONAL MARIJUANA RETAILERS

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) By adding a new Section 8, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana, to read as follows:

"8 Temporary Moratorium on the Sale and Distribution of Recreational Marijuana

8.1 Purpose

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved Chapter 334 of the Acts of 2016, which was amended by Chapter 351 of the Acts of 2016, regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law as amended

provides that it is effective on December 15, 2016 and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018.

Currently under the Zoning By-Law, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, Chapter 334 establishes two important provisions that relate to ballot action that the Town may wish to take prior to the adoption of Zoning By-Law amendments relating to Recreational Marijuana Establishments. First, under Section 3 of General Laws Chapter 94G inserted by Section 5 of Chapter 334 the Town may, by ballot, determine whether it will adopt a By-Law that will limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations in such a way as to require a vote of the voters of the Town and second, by ballot that cannot occur prior to November 6, 2018, the next biennial state election, on whether to allow on-site consumption of marijuana products.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-Law regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning By-Law in a manner consistent with sound land use planning goals and objectives.

8.2 Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

8.3 Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning By-Law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town,

consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, determine whether the town shall limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning By-Law to address the impact and operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

8.4 Severability.

The provisions of this By-Law are severable. If any provision, paragraph, sentence, or clause of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid."

(b) Amend the Table of Contents to add Section 8, Temporary Moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers.

Or take any other action relative thereto.

Article Information: The Planning Board is requesting that the Zoning By-Law be amended to allow for a temporary moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers. As laid out in the initiative passed on November 8, 2016, as amended by Chapter 351 of the Acts of 2016, the State Cannabis Control Commission must set forth regulations on the sale and use of recreational marijuana by March 15, 2018. However, the use of recreational marijuana is legal as of December 15, 2016. Due to this lag time and the failure of the law to clearly specify the extent to which cities and towns may regulate the location of these facilities, the Town is seeking a temporary moratorium on the sale of recreational marijuana so that appropriate officials can await guidance from the state on the various rules and regulations that will eventually be determined by the State Cannabis Control Commission. This moratorium will expire on December 31, 2018. It is anticipated that the Town will repeal the temporary moratorium either during or before the Special Town Meeting in the fall of 2018 and replace it with an applicable Zoning By-Law. An identical process was followed in 2013 when the Town enacted a temporary moratorium on medical marijuana dispensaries and replaced it with a Zoning By-Law amendment in 2015.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(a) By adding a new Section 8, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana, to read as follows:

"8 Temporary Moratorium on the Sale and Distribution of Recreational Marijuana

8.1 Purpose

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved Chapter 334 of the Acts of 2016, which was amended by Chapter 351 of the Acts of 2016, regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law as amended provides that it is effective on December 15, 2016 and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018.

Currently under the Zoning By-Law, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, Chapter 334 establishes two important provisions that relate to ballot action that the Town may wish to take prior to the adoption of Zoning By-Law amendments relating to Recreational Marijuana Establishments. First, under Section 3 of General Laws Chapter 94G inserted by Section 5 of Chapter 334 the Town may, by ballot, determine whether it will adopt a By-Law that will limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations in such a way as to require a vote of the voters of the Town and second, by ballot that cannot occur prior to November 6, 2018, the next biennial state election, on whether to allow on-site consumption of marijuana products.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-Law regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning By-Law in a manner consistent with sound land use planning goals and objectives.

8.2 Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

8.3 Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning By-Law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, determine whether the town shall limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning By-Law to address the impact and operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

8.4 Severability.

The provisions of this By-Law are severable. If any provision, paragraph, sentence, or clause of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid."

(b) Amend the Table of Contents to add Section 8, Temporary Moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers.

Ms. Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board.

The following motion to amend was offered by Elizabeth Jane Grimes:

Moved: That the main motion under Article 31 is amended as follows:

(a) Article 31, by revising in Section 8.2, the definition of the term "Marijuana establishment" by inserting at the end of the sentence the words "not including any registered or medical marijuana dispensaries as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000" so that the definition shall now read as follows (new language underlined):

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, not including any registered or medical marijuana dispensary as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000.

(b) In Article 31, by revising in Section 8.2, the definition of the term "Marijuana retailer" by inserting at the end of the sentence the words "not including any registered or medical marijuana dispensaries as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000" so that the definition shall now read as follows (new language underlined):

> "Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers, not including any registered or medical marijuana dispensaries as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000.

(c) In Article 31, by inserting at the end of the first sentence in Section 8.3, the words "and the sale of any marijuana, but not including any marijuana sold for medical purposes by a registered or medical marijuana dispensary as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000" so that the sentence shall now read as follows (new language underlined):

> For the reasons set forth above and notwithstanding any other provision of the Zoning By-Law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers and the sale of any marijuana, but not including any marijuana sold for medical purposes by a registered or medical marijuana dispensary as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000.

Ms. Grimes stated that this proposal offers a moratorium on recreational marijuana establishments and recreational marijuana retailers. The Town is seeking a temporary moratorium on the sale of recreation marijuana so that appropriate officials can await guidance from the state on its rules and regulations. This moratorium would expire on December 31, 2018.

Mr. John A. Bulian, Selectman, stated that the Board of Selectmen unanimously supports this article and the motion to amend.

Mr. Edward V. Cosgrove, III, member, advised that the Board of Health supports this article and the motion to amend.

Ms. Lois Sockol expressed great concern on the use of recreational marijuana. She noted that this negatively impacts a person's cognitive skills. Messrs.' Irwin Silverstein and Doug H. Fox rose in support of this proposal. Mr. Terence P. Noonan suggested that the Town set the regulations.

Ms. Rebecca L. Rausch questioned the subject of dispensaries and moved the previous question. The Moderator stated that a Town Meeting Member is not allowed to address an article and move the previous question at the same time. The motion to move the previous question was not permitted.

After a brief discussion, Mr. Ford H. Peckham moved the previous question. The motion was presented and carried by two-thirds vote on a voice vote.

Ms. Grimes' motion to amend was presented and carried by majority vote on a voice vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

VOTED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(a) By adding a new Section 8, Temporary Moratorium on the Sale and Distribution of Recreational Marijuana, to read as follows:

> "8 Temporary Moratorium on the Sale and Distribution of Recreational Marijuana
>
> 8.1 Purpose
>
> By vote at the State election on November 8, 2016, the voters of the Commonwealth approved Chapter 334 of the Acts of 2016, which was amended by Chapter 351 of the Acts of 2016, regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law as amended provides that it is effective on December 15, 2016 and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018.
>
> Currently under the Zoning By-Law, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, Chapter 334 establishes two important provisions that relate to ballot action that the Town may wish to take prior to the adoption of Zoning By-Law amendments relating to Recreational Marijuana Establishments. First, under Section 3 of General Laws Chapter 94G inserted by Section 5 of Chapter 334 the Town may, by ballot, determine whether it will adopt a By-Law that will limit the number of marijuana

establishments in the Town or govern the time, place and manner of marijuana establishment operations in such a way as to require a vote of the voters of the Town and second, by ballot that cannot occur prior to November 6, 2018, the next biennial state election, on whether to allow on-site consumption of marijuana products.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning By-Law regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning By-Law in a manner consistent with sound land use planning goals and objectives.

8.2 Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, not including any registered or medical marijuana dispensary as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers, not including any registered or medical marijuana dispensaries as authorized by Chapther 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.00.

8.3 Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning By-Law to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers and the sale of any marijuana, but not including any marijuana sold for medical purposes by a registered or medical marijuana dispensary as authorized by Chapter 369 of the Acts of 2012 – An Act for the Humanitarian Medical Use of Marijuana or as regulated by Massachusetts Department of Public Health Regulations 105 CMR 725.000. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, determine whether the town shall

limit the number of marijuana establishments in the Town or govern the time, place and manner of marijuana establishment operations, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning By-Law to address the impact and operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

8.4 Severability.

The provisions of this By-Law are severable. If any provision, paragraph, sentence, or clause of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid."

(b) Amend the Table of Contents to add Section 8, Temporary Moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers.

At 11:00 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 8, 2017 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

****

ADJOURNED ANNUAL TOWN MEETING
Monday, May 8, 2017

Pursuant to adjournment of the Annual Town Meeting held May 3, 2017 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Monday, May 8, 2017, at 7:30 P.M.

Check lists were used and 225 voters were checked on the list as being present, including 216 Town Meeting Members. 36 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Kate Carlisle, Minister, Presbyterian Church in Needham, gave the invocation.

Unanimous consent was given to suspend the proceedings for the eighteenth Annual Richard Patten Melick Foundation awards. Paula R. Callanan, President of the Richard Patton Melick Foundation, Inc., explained that Richard P. Melick was the former Moderator in the Town of Needham for 35 years and this foundation was established in 1997 to recognize extraordinary leaders in the Town of Needham.

Mr. Thomas M. Harkins presented the first award to Patrick 'Pat' Smith. Pat Smith has quietly and steadily contributed to our community since 1972 when he and his wife Clare moved to Needham where they raised their three children.

Pat's early involvement in community service started in 1986 through the Needham Exchange Club. He has chaired many of the committees of Exchange, including: Youth of the Month; Youth of the Year; Scholarship; Children's Holiday Project; Sunshine Special; and various committees involved with the 4th of July.

His experience working on the financial side of John Hancock Insurance has made Pat a natural for serving as treasurer of everything he became involved in. He has served as treasurer of the Exchange Club and still serves as treasurer of the Club's 4th of July celebration. It is Pat who oversees the counting of all those dollar bills sticky with cotton candy, ice cream, slush, and soda which find their way into the donation buckets after the fireworks. Another Exchange program that Pat served on as a board member as well as treasurer was the Exchange Club Child Abuse Prevention Center. The center oversaw the administration of the Child Assault Prevention Education Program (CAP) in the elementary schools in multiple towns. The center also ran the Parent Child Home program for potentially at risk children.

Upon retiring from John Hancock Pat has used his finance and insurance expertise in two programs offered at the Senior Center and other locations. For 12 years he's been a SHINE Medicare counselor, helping those of any age who have Medicare choices to make. This program requires his taking monthly training classes and passing an annual recertification test.

He has counseled hundreds of individuals over the years as a volunteer. He also has volunteered as a tax preparer with the AARP Tax Aide program; a program that saves lower income and senior clients the cost of having the taxes prepared by a tax preparation service. This program also requires annual classes and a recertification test. I guess Pat's never going to stop going to school. So it is with great pride, gratitude, and respect that the Richard Patten Melick Foundation recognizes the contributions of Pat Smith to the Needham community.

Mr. James G. Healy presented the second Melick Award to Bob Timmerman. One of the hallmarks of a Melick Award winner is love of one's neighbor and putting that love into action, by helping fellow human beings in need. Bob is such a selfless and caring volunteer. Bob's list of volunteerism is lengthy and includes coaching a Little League baseball team and service on Needham's Touchdown Club benefitting the High School football team. He served on a subcommittee of Needham's Coalition for Suicide Prevention assisting families who tragically lose a loved one. He is part of the Leadership Team of the Substance Prevention Alliance of Needham, and also works with the "5th Quarter", a program for Needham High School students held after home football games that brings students together in a fun, substance-free environment.

Much of Bob's other volunteerism is through his incredible service with Needham's Knights of Columbus, where he is well-known as the person to get things done. When Bob and his fellow Knights learned that a young father had tragically

passed at too early an age, Bob organized a group of volunteers to do a fall property clean-up. When a young quadriplegic who has Cerebral Palsy needed a beach wheelchair to be able to enjoy the dunes on the Cape, it was Bob who organized the fundraiser enabling the family to purchase it.

Bob cares deeply for our veterans. When the Fisher House needed funds to assist them in providing cost-free accommodations for veteran's families while they are undergoing treatments at the West Roxbury VA Hospital, Bob ran a trivia night to raise the much-needed funds. Annually, Bob helps run a clothing drive for clients residing temporarily at the New England Shelter for Homeless Veterans.

Bob regularly volunteers at numerous St. Joseph Parish events, including most notably the annual May procession. And every March, Bob helps run the Knights of Columbus St. Patrick's dinner that raises funds to help meet extraordinary educational needs at St. Joseph's two schools.

It is for all this great work and much more that we are proud to honor Bob Timmerman with the 2017 Melick Award.

Ms. Callanan announced this year's $2500 scholarship award is presented to Nicole Luker.

Ms. Callanan presented the following Town Meeting Members with a certificate of appreciation for twenty-five years of service to the community; Cynthia J. Chaston, John D. Genova, Barry R. McDonough, and William H. Dugan, Jr. (posthumously)

At 7:50 P.M. Ms. Marianne B. Cooley moved that the Annual Town Meeting stand adjourned until such time as the Special Town Meeting called for this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

* * * * * * * *

RECORD OF SPECIAL TOWN MEETING
Monday, May 8, 2017

Pursuant to a Warrant issued by the Selectmen April 12, 2017 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 8, 2017, at 7:30 o'clock in the afternoon.

Check lists were used and 225 voters, including 216 Town Meeting Members, were checked on the list as being present. 36 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Call to the Meeting and Officers Return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator requested and received unanimous consent to apply the same rules enacted for the Annual Town Meeting for the Special Town Meeting.

The Moderator announced that the proponents no longer have an interest in Articles 3, 6, and 9 and requested unanimous consent to withdraw this article. Town Meeting indicated that there were no objections to the withdrawal of Articles 3, 6, and 9 and it was unanimously voted to withdraw Articles 3, 6, and 9.

The Moderator announced that Article 11 is the subject of a motion to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Member responded with "question" or "debate" to Articles 1, 5, and 8. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so voted unanimously and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 1: APPLICATION OF BOND PREMIUM

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or take any other action relative thereto.

Article Information: A recent change in State law changes the manner in which cities and towns treat premiums received on the sale of bonds and notes. A bond premium is a bond that is sold above its par value – a bond trades at a premium when it offers a coupon interest rate that is higher than prevailing interest rates. A practice of underwriters when bidding on government and corporate debt is to market bonds with a specific interest rate that is usually greater than prevailing interest rates so that investors will pay more for the bond. When a bond is sold at a premium, the effective interest rate or True Interest Cost (TIC) paid by the Town is lower than the stated interest rate on the bonds, because some of the interest paid by the Town in the future is effectively returning money to the underwriter that it paid up-front.

Under the prior law, any bond premium received from the sale of bonds or notes that was not used to pay issuance costs, and was not related to excluded debt, was credited to the General Fund. Premiums received on excluded debt, net of issuance costs, were reserved as a funding source to pay the excluded interest expense in future years, ensuring that the amount raised on property tax reflected the true interest cost. The change allows for any bond premium received at the time of the sale of the bonds or notes (less any issuance costs) to be used to reduce the amount to be borrowed, or reserved for future use for a similar capital project. If the premium is used to reduce the amount borrowed, the borrowing authorization is reduced by that amount.

All the borrowing authorization requests before this Annual Town Meeting and in the future will include language necessary to comply with this new requirement. Passage of this Article will allow the Town to apply the same procedure to all of the open borrowing authorizations approved by Town Meeting prior to the passage of the Act.

MOVED: That the Town vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

ACTION : So voted by unanimous consent.

ARTICLE 5: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
RTS Soil Remediation	2012 October STM	16	$400,000	$116,000
Total				**$116,000**

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
RTS Soil Remediation	2012 October STM	16	$400,000	$116,000
Total				**$116,000**

ACTION : So voted by unanimous consent.

ARTICLE 8: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate $505,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $275,000 be transferred from Overlay Surplus and that $230,000 be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March, 2017 was $1,320,155.

MOVED: That the Town vote to raise and/or transfer and appropriate $505,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $275,000 be transferred from Overlay Surplus and that $230,000 be transferred from Free Cash.

ACTION: So voted by unanimous consent.

At this time the Moderator continued with the remaining articles.

ARTICLE 2: APPROVE TAX INCREMENT FINANCING PLAN AND TIF AGREEMENT

To see if the Town will vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement pursuant to Massachusetts General Laws Chapter 40, Section 59, between NBCUniversal Media, LLC, and the Town of Needham for property in Needham Crossing located on a portion of Parcel 74 on the Town of Needham Assessor's Map No. 300, as shown on a Plan entitled "NBCUniveral Media Economic Opportunity Area," dated March 22, 2017 and prepared by the Town of Needham Engineering Division, with a street address of 189 B Street and which comprises approximately 7.81 acres, which TIF Plan and Agreement provide for real estate tax exemptions over a ten (10) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan and TIF Agreement are all on file at the office of the Town Clerk;

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the NBCUniversal Media Economic Opportunity Area, TIF Zone, and TIF Plan; or take any other action relative thereto.

Article Information: This article would authorize the Town of Needham to enter into a tax increment financing (TIF) Agreement with NBCUniversal Media LLC (NBCU), a leading national media, news and entertainment company, for a major development in the Needham Crossing business center.

Tax increment financing is a mechanism to encourage economic development by exempting a portion of the increased real estate tax that would otherwise apply to the redeveloped property, for a limited period of time. A majority vote of Town Meeting is required for approval of TIF agreements negotiated by the Town.

The Board of Selectmen has adopted a set of criteria for evaluation of TIF proposals. Those include, for example, that the project is of a size, scope, and industry that will expedite the redevelopment of the business center, that the proposal creates synergy to attract other high technology firms to locate in Needham, and that it will contribute to overall improvement of the business environment in the area. Town Meeting has previously approved one TIF agreement – for TripAdvisor in 2012.

The NBCU project is expected to dramatically add to the taxable value of the property. In consideration of that investment, using a constant dollar (FY2017) basis, the agreement would exempt approximately $2 million in incremental real estate tax revenue over a ten year period. Most of that exemption is granted in the early years of the agreement. During the first four years, 70% of the increased valuation would be exempted, 5% in the fifth year, and 1% for the remaining five years. Even with the exemptions, the Town's net real estate tax revenue would increase. During the ten year period, the Town would receive the existing base revenue of $3.6 million, as well as more than $5 million in incremental revenue.

In addition to real estate tax benefits, the company has committed to investing $52 million in personal property in the first year, and maintaining not less than $16 million per year for the term of the Agreement. Business personal property is subject to the property tax and is not exempted by the TIF. At current rates, the first year investment would result in $1.2 million in additional revenue.

NBCU is a major participant in its industry. It develops, produces, and markets entertainment and information on a large scale to a global audience. This project, together with the presence of existing media businesses and development, has the potential to establish Needham Crossing as a major New England media hub, and to attract additional digital content producers, high-tech companies, 0and support businesses. The NBCU development is expected to have a substantial impact on the local economy, as well as meal and hotel excise receipts.

The Board of Selectmen has voted unanimously to approve the TIF Agreement with NBCU, determining that the location of the company in Needham Crossing and the N^2 Corridor will help the Town achieve its long-term development goals. If the proposal is approved by Town Meeting, the parties to the Agreement will seek the approval of the Massachusetts Economic Assistance Coordinating Council at its quarterly meeting in June.

Copies of the agreements and related information are available at www.needhamma.gov/townmeeting.

MOVED: That the Town vote to:

1. Approve the Tax Increment Financing (TIF) Plan and TIF Agreement pursuant to Massachusetts General Laws Chapter 40, Section 59, between NBCUniversal Media, LLC, and the Town of Needham for property in Needham Crossing located on a portion of Parcel 74 on the Town of Needham Assessor's Map No. 300, as shown on a Plan entitled "NBCUniveral Media Economic Opportunity Area," dated March 22, 2017 and prepared by the Town of Needham Engineering Division, with a street address of 189 B Street and which comprises approximately 7.81 acres, which TIF Plan and Agreement provide for real estate tax exemptions over a ten (10) year period at the exemption rate schedule set forth therein, subject to approval by the Economic Assistance Coordinating Council (EACC) of the Commonwealth of Massachusetts; the TIF Plan and TIF Agreement are all on file at the office of the Town Clerk;

2. Ratify the execution of the TIF Agreement by the Board of Selectmen, and any documents related thereto, and authorize the Board of Selectmen to take such other actions as are necessary or appropriate to implement those documents; and

3. Authorize the Board of Selectmen to apply to the EACC under the Economic Development Incentive Program for approval and designation of the NBCUniversal Media Economic Opportunity Area, TIF Zone, and TIF Plan.

Ms. Marianne B. Cooley, Chairman, addressed this proposal on behalf of the Board of Selectmen. She stated that she is back with a second Tax Increment Financing Plan. The first TIF was presented by Gerry Wasserman in 2012 for Trip Advisor several years ago. She acknowledged the presence of Greg Leibman, President of the Newton Needham Chamber of Commerce who is in support of this proposal. Also in support is the Needham Business Association. Ms. Cooley noted that the Board of Selectmen voted unanimously to approve the TIF Plan with NBCUniversal Media LLC (NBCU), a leading national

media, news and entertainment company, for a major development in the Needham Crossing business center.

Mr. Richard M. Reilly, Vice Chairman, addressed this proposal on behalf of the Finance Committee. He explained that the TIF agreement lowers taxes during the first four years or approximately $2 million less in revenue. However the property tax would equal approximately $1,229,000 per year. The total tax is greater than what we'd receive from conventional businesses. This makes overwhelming business sense and the Finance Committee unanimously recommends adoption of Article 2.

In response to an inquiry from Mr. John D. Crimmings, Ms. Cooley advised that the term of the agreement is ten years and the company has committed to investing $52 million in personal property in the first year, and maintaining not less than $16 million per year for the term of the Agreement. This is what was negotiated. Personal property consists of furniture and equipment inside the building.

In response to an inquiry from Mr. Richard S. Mann, Ms. Cooley advised that if the covenant is not met, the agreement becomes invalid.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 3: APPROPRIATE FOR RENTAL OF OFFICE SPACE

To see if the Town will vote to raise and/or transfer and appropriate $136,500 for the rental of office space, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: This article will support a short-term lease of office space for the Public Health Division. Respiratory health effects that may be associated with the Public Health Division's office suite have resulted in the relocation of three full-time employees and one part-time employee from the Town Hall in the past 30 months. All employees are still working for the Town of Needham, but are now working in borrowed space at the Center at the Heights and at the Needham Public Library. In accordance with physicians' instructions, these employees are not allowed to enter Town Hall. This situation renders coordination with co-workers a serious challenge and presents a significant barrier to effective collaboration and supervision. The funding would support a 15-month lease of office space (and accompanying costs to inhabit that office space) for the Public Health Division to consolidate most staff members in one location. Not all staff members would be consolidated in the leased office space due to both cost and programmatic constraints. The plan for permanent office space location is the second floor of the Rosemary Recreation Complex Building proposed under Article 33 of the Annual Town Meeting Warrant.

MOVED: That the Town vote to raise and/or transfer and appropriate $136,500 for the rental of office space, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Article 3 was withdrawn earlier this evening. (May 8, 2017)

ARTICLE 4: APPROPRIATE FOR TOWN HALL STAIR MODIFICATION

To see if the Town will vote to raise and/or transfer and appropriate $200,000 for modification and repair of Town Hall staircases, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: A series of trip and fall accidents triggered an evaluation of the stairways in the new section of the Town Hall. Under the State Building Code, the riser height of all stairways must be consistent throughout the flight of stairs with a deviation of not more than 3/8 of an inch. The staircases exceed that tolerance and will be modified with new treads milled to the exact tolerances necessary to ensure compliance. The cause of the deviation may be variations in the setting beds and/or inconsistent thicknesses of tread stone. Measures to prevent accidents – including the installation of additional lighting and safety striping – have already been implemented.

MOVED: That the Town vote to raise and/or transfer and appropriate $200,000 for modification and repair of Town Hall staircases, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that the required repair and modification of the Town Hall staircases is due to a series of trip and fall accidents. Mr. Handel recommended adoption on behalf of the Board of Selectmen.

Mr. Barry J. Coffman, member, acknowledged the need for the staircase repairs and modifications and recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 5 was adopted by unanimous consent earlier this evening. (May 8, 2017)

ARTICLE 6: APPROPRIATE FOR WORKERS COMPENSATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of prior years and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in medical expenses and other costs over the past decade, and the resolution of several long-standing cases, the fund balance is less

than recommended. The target balance for the fund is $1,500,000. The balance in the fund as of March, 2017 is $971,376.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy.

Article 6 was withdrawn earlier this evening. (May 8, 2017)

ARTICLE 7: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate $376,990 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020, and the Town is considering the reconstruction and/or replacement of the Memorial Park Building. The balance in the fund as of March, 2017 was $2,656,214.

MOVED: That the Town vote to raise, and/or transfer and appropriate $376,990 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal and requested adoption on behalf of the Board of Selectmen.

Mr. Thomas M. Jacob, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Ms. Carol I. Urwitz, Mr. Borrelli explained that these funds are earmarked for the Memorial Park Building.

ACTION: The main motion was presented and carried by the required two-thirds vote declared by the Moderator on a voice vote.

Article 8 was adopted by unanimous consent earlier this evening. (May 8, 2017)

ARTICLE 9: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins.

This approach includes the appropriation of recurring revenue. The benefit of dedicating recurring revenue to the fund is that is it allows the Town to repurpose the funds at some point in the future to other appropriations, including the operating budget. The Town's revenue growth has been greater than average over recent years, but this level of growth is not expected to continue. Future demands especially in education (full-day kindergarten) and public safety (police and emergency medical services) will put pressure on the operating budget. Neither initiative is ready for funding in FY2018, but both are anticipated to be added in the next few years. By appropriating recurring funds today for a "non-recurring purpose" (the special stabilization fund), the Town will have access to the recurring revenue to meet true recurring needs at a future Town Meeting. In those years, the warrant will include an allocation of the recurring revenue to the operating budget rather than to the DSSF. The balance in the fund as of March, 2017 was $935,468.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

Article 9 was withdrawn earlier this evening. May 8, 2017)

ARTICLE 10: ACCEPT MASSACHUSETTS GENERAL LAW CHAPTER 138, SECTION 33B/SALE OF ALCOHOL ON SUNDAY FOR ON-PREMISES LICENSEES

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 138, Section 33B to authorize on-premises licensees to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May and on Christmas Day or on the day following when said day occurs on Sunday; or take any other action relative thereto.

Article Information: Adoption of Section 33B of Massachusetts General Law Chapter 138, Section 33B would authorize the Board of Selectmen, as the local licensing authority, to expand on-premises licenses to include the sale of alcohol at 10:00 a.m. on Sundays (and on Memorial Day and Christmas Day). The opportunity for expanded hours on Sundays is proposed in an effort to support existing and future restaurants, and continues the Town's efforts to ensure the vitality of the various business districts.

MOVED: That the Town vote to accept the provisions of Massachusetts General Law Chapter 138, Section 33B to authorize on-premises licensees to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May and on Christmas Day or on the day following when said day occurs on Sunday.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that acceptance of Massachusetts General Law Chapter 138, Section 33B would authorize the local licensing authority (Board of Selectmen) to expand licenses to include the sale of alcohol at 10:00 A.M. and 12:00 Noon on Sundays (and on Memorial Day and Christmas Day).

Mr. Thomas M. Jacob, member, advised that the Finance Committee fully supports this article and recommends Town Meeting approval.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 11: VETERINARY USES IN THE MIXED USE-128 DISTRICT

Seeking to Amend Section 3.2.6 **Uses in the Mixed Use-128 District**, Section 3.2.6.2 **Uses Permitted by Special Permit**, subsection (h) so that it reads:

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training sitting, and/or boarding of animals.

By deleting the words "convalescent stays but not" and inserting "and/or animal care facility" after the words "treatment facility" and inserting the words "care, training sitting and/or" between the words "including" and "boarding".

Article Information: This petition seeks to change the Town's Zoning By-law to expand allowed animal boarding uses in the Mixed Use-128 District. Zoning provisions adopted by Town Meeting in 2001 allow veterinary offices and/or treatment facilities by special permit in the Mixed Use-128 District, but limit stays to convalescent stays only – expressly disallowing the boarding of animals. This has served to effectively prohibit veterinary uses, as such offices commonly provide boarding as a service to their clients. Given the "convalescent stays" limitation, business models offering not only sitting, training, and care, but also boarding cannot be located in the Mixed Use-128 District.

MOVED: That the Town vote to amend Section 3.2.6 **Uses in the Mixed Use-128 District**, Section 3.2.6.2 **Uses Permitted by Special Permit**, subsection (h) so that it reads:

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training sitting, and/or boarding of animals.

By deleting the words "convalescent stays but not" and inserting "and/or animal care facility" after the words "treatment facility" and inserting the words "care, training sitting and/or" between the words "including" and "boarding".

The following motion to amend was offered by Mr. Paul S. Alpert:

(a) In Article 11, by inserting a comma after the word "training" in the first sentence of section 3.2.6(h) so that the sentence shall now read as follows:

> (h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting, and/or boarding of animals.

(b) In Article 11, by inserting a comma after the word "training" in the first sentence of the second paragraph, so that the sentence shall now read as follows:

> By deleting the words "convalescent stays but not" and inserting "and/or animal care facility" after the words "treatment facility" and inserting the words "care, training, sitting, and/or" between the words "including" and "boarding".

Mr. George Giunta, Jr. addressed this article on behalf of petitioner Anne Marie Doyle, et. al. He explained that the petition seeks to change the Town's Zoning By-Law to expand allowed animal boarding uses in the Mixed Use-128 District.

Mr. Paul S. Alpert, member, advised that the Planning Board unanimously recommended both the motion to amend and the main motion. He stated that the Planning Board held a hearing on this zoning amendment.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen concurs with both the petitioners and the Planning Board and voted to unanimously recommend adoption.

In response to an inquiry from Mr. Gerald C. Rovner, Mr. Giunta stated that this would include boarding for both dogs and cats.

In response to an inquiry from Ms. Karen Shapiro, Mr. Alpert advised that the purpose of this article is to allow the use.

If the article passes, then they would have to apply for a Special Permit.

The motion to amend was presented and carried by majority vote on a voice vote declared by the Moderator.

ACTION: The main motion, as amended, which requires a two-thirds vote, was presented and carried unanimously.

VOTED: That the Town vote to amend Section 3.2.6 **Uses in the Mixed Use-128 District**, Section 3.2.6.2 **Uses Permitted by Special Permit**, subsection (h) so that it reads:

(h) Veterinary office and/or treatment facility and/or animal care facility, including but not limited to, the care, training, sitting, and/or boarding of animals.

By deleting the words "convalescent stays but not" and inserting "and/or animal care facility" after the words "treatment facility" and inserting the words "care, training, sitting and/or" between the words "including" and "boarding".

At 8:35 P.M. Ms. Marianne B. Cooley on behalf of the Board of Selectmen moved to dissolve the Special Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

Was offered

In memory of

Barry R. McDonough

WHEREAS: Barry R. McDonough was born and raised in West Roxbury. He graduated from St. Sebastian's High School, the College of the Holy Cross, and Boston College Law School. Devoted to Holy Cross, Barry remained active in alumni events, serving as President of the Holy Cross Alumni Association, and was the youngest recipient of the prestigious "In Hoc Signo" award; and

WHEREAS: Barry married Mary Diane Russell, living for a time in West Roxbury before settling in Needham, where they raised their six children: Barry Jr., Mary Eileen, Vincent, Frances, Eugene and Bridgid; and

WHEREAS: After graduating from law school, Barry began his career as an attorney, eventually becoming a partner at Parker, Coulter, Daley & White before establishing McDonough, Hacking & Lavoie in 1994, where he worked until his retirement at the age of 77; and

WHEREAS: Barry was an experienced mediator and arbitrator, and served as a judicial hearing officer at the request of the Massachusetts Supreme Judicial Court. He was a member of the bar of the Supreme Court of the United States; and

WHEREAS: For more than 50 years, Barry was an active member of St. Joseph's parish, serving as Chairman of the Parish Finance Council and Co-President of the St. Vincent de Paul Chapter. He was the 2009 recipient of the Archdiocese of Boston's Cheverus Award for "service to the Church and God's people"; and

WHEREAS: Barry served as a member of the Board of Directors of the Richard Patton Melick Foundation, and was a Town Meeting Member for 24 years, serving from 1972 through 1990 and from 2012 through 2016;

NOW THEREFORE, be it resolved by this body that the May 8, 2017 Special Town Meeting be dissolved in honor of the civic and community contributions of Barry McDonough to the Town of Needham.

ACTION: at 8:35 PM the Resolution was presented and carried unanimously by voice vote.

* * * * * * *

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

The Moderator called the Annual Town Meeting back into session at 8:35 P. M., declared a quorum to be present, and requested the Town Clerk to so record. He recognized Needham's State Representative Denise C. Garlick and thanks her for making a special effort to attend Town Meeting. Discussion commenced under Article 32 upon the dissolution of the Special Town Meeting called for Monday, May 8, 2017 at 7:30 P. M.

Discussion commenced under Article 32.

ARTICLE 32: AUTHORIZATION FOR EMINENT DOMAIN – ROSEMARY PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for general municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office; or take any other action relative thereto.

Article Information: As part of the lead up to the project for the construction of the new Rosemary Lake facility, the Town conducted a title search of the six parcels that make up Rosemary Lake and the Rosemary Complex. The title examination revealed that the Town of Needham has good record title to four of the six parcels. Two of the parcels have a gap in the chain of title. One parcel, which includes the existing pool and a major portion of the lake, was acquired by a tax taking in 1947. The tax taking was from the son-in-law of the record owner. Thus there is a gap in the record title. Additionally, the description of the parcel is not that precise. The second parcel includes the land on which the pool house is located. The references in the deed include three separate probates. The Town has occupied and used all six parcels since

the 1950s, first as a beach and swimming area and later for use of the pool facility and other recreational activities. The title search did not identify any other record owners of the parcels. No one has been paying real estate taxes on the property. Thus the Town takes the position that it has good title to the six parcels. Nonetheless, the taking of the property by eminent domain is contemplated prior to the Town's spending money to construct a new pool and building on the parcels. Taking the properties by eminent domain will provide good record title against the world. It would preclude someone claiming ownership of the property after the Town has constructed new facilities on the parcels. Anyone claiming ownership of the property would have to bring a claim within three years of the recording of the order of taking at the Registry of Deeds, and could seek compensation for the fair market value of his or her interest in the parcels as of the date of the taking and no more. While a taking is needed only for two lots, it is more efficient to take all six lots to confirm title.

MOVED: That the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for general municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office.

Under Article 32, Mr. Daniel P. Matthews moved to postpone the subject matter of Article 32 to a time certain, namely the first order of business on Wednesday, May 10, 2017. If Article 33 is approved tonight, Mr. Matthews explained the need to address a slight title issue. Mr. Matthews sought approval of the motion to postpone on behalf of the Board of Selectmen.

The motion to postpone Article 32 to a time certain was presented and passed by majority vote on a voice vote declared by the Moderator.

ARTICLE 33: APPROPRIATE FOR CPA PROJECT - ROSEMARY RECREATION COMPLEX

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,800,000 for design and engineering and construction of the Rosemary Recreation Complex, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,030,000 is raised from Community Preservation Receipts, that $1,535,000 be transferred from the FY2017 Community Preservation General Reserve, that $1,435,000 be transferred from CPA Free Cash, and that $800,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $8,000,000 under Massachusetts General Law Chapter 44B, as it may hereafter be amended and to borrow $3,000,000 under Massachusetts General Law Chapter 44, Section 7, and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This article will fund the construction of the Rosemary Recreation Complex. Design funds were authorized at the 2015 and 2016 Annual Town Meetings in the amount of $1,000,000. The CPA-funded portion of the project includes construction of an outdoor recreation pool, an outdoor fitness/competitive pool, and a spray park, reconstruction of the driveway and two parking lots, renovation of the lower level of the existing building for the bathhouse and pool functions, and rebuilding of the trailhead to Rosemary trails. The building will be solar-ready, and the driveway and lower parking lot will utilize porous pavement. The portion of the project that is not eligible for CPA funding is the second floor of the building, which will provide indoor space to support the site's outdoor recreation and provide opportunities throughout the year for indoor recreation space. The second floor will also include office space for the Park and Recreation Department and the Health Department. The project went out to bid in mid-March to pre-qualified contractors, and results will be available at Town Meeting.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $15,800,000 for design and engineering and construction of the Rosemary Recreation Complex, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,030,000 is raised from Community Preservation Receipts, that $1,535,000 be transferred from the FY2017 Community Preservation General Reserve, that $1,435,000 be transferred from CPA Free Cash, and that $800,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $8,000,000 under Massachusetts General Law Chapter 44B, as it may hereafter be amended and to borrow $3,000,000 under Massachusetts General Law Chapter 44, Section 7, and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

On behalf of the Community Preservation Committee, Mark. J. Gluesing requested support for the Park & Recreation Commission's request for funding a new pool and recreation complex at Rosemary Lake.

Cynthia Chaston, member, addressed Town Meeting on the proposed new pool and recreation complex. The Park & Recreation Commission is very excited about the Rosemary Recreation Complex project which is a great project for the entire community. Ms. Chaston explained that they have gone through feasibility, design, schematics and the bid process for this project and are now asking for construction costs. The project entails the construction of two pools, a spray park, a parking lot, and a building with locker rooms, office space and recreation programming space. It would also include landscaping, seating and other amenities. The project total cost is estimated at $15.8

million with $12 million to come from CPA funds and the balance to be funded from the general fund.

The original pool was built in 1972 and had served the town very well. However, it had reached the end of its life. Ms. Chaston was elected to the Park & Rec Commission in 2004 and there was talk then about the need to replace our aging facility. We considered how to best replace and improve on that facility. Our vision for this complex has come about through a long, public process. We have taken into account input from all kinds of interested groups and individuals while trying to be creative within the constraints of what is feasible. We want this to be a destination site for Needham citizens of all ages. We want it to be a place where people will go and spend an entire day and where they can go throughout the year as much as possible. There is an existing trail system at the Rosemary property and we plan to incorporate that into our programs.

As Town Meeting knows all too well there is a shortage of land for town development. Park & Rec and the Town have been reviewing options for Rosemary Lake since the 1960s when it was determined that the lake was no longer suitable for swimming. So Rosemary pool was built as a ten year option. We were able to extend the life of that pool for some 45 years, but time ran out. Park & Rec considered many locations however there are not any viable options and many of the options that were proposed would present a major disruption to existing programs or disrupt facilities that have recently had major renovations.

The Park & Recreation Commission's vision was to design a recreation complex that will best meet the needs of the town. We considered the needs of young families as well as senior citizens and those in between. Previously we had to drain the lake each year to do maintenance on the pool. However our permit to drain the lake expired last year and was one of the contributing factors in closing the pool. With this project we would no longer have to drain the lake to maintain the pool. The designers, working with both Park & Rec and with the PPBC, have come up with a design which reflects the size and scope of what we need to serve the programming needs of our community. We expect this site to have a longer season and expect some year-round use – this includes the trail system and indoor programming space. We were guided through this lengthy process by two very highly regarded pool design firms – first through feasibility by Weston and Sampson and then through design by BH&A.

Activities since Last Town Meeting:

1. We selected BH&A as the designer based on their expertise in pool design and finalized the design. We determined that a 2 pool option would best suit the programming needs of the community and would include a new building with programming space for Park & Recreation and some much-needed space for town offices.

2. Rosemary Pool has been closed. If the project is approved, we would expect to begin work on the project almost immediately. We have bids in hand and our plan is to open for the 2018 season.

3. We held multiple public hearings and have had overwhelming public support for the project. We created an advisory committee made up of people from different community groups and age groups to provide input. Local daycares, the Community Center of Needham, as well as current Rosemary Pool users were part of this group. We researched what pool facilities were available in neighboring communities.

4. The construction documents were completed.

5. All necessary permits and approvals were obtained.

6. Potential contractors were vetted and bids obtained.

Things to look forward to:

Here a few of the changes that we expect to implement:

1. We plan to have an extended pool season. We are exploring the idea of perhaps opening for weekends early in the season, with full opening once school gets out. And we would like to stay open as late as we can in August based on staffing.

2. Our design includes a spray park which would be open for a longer season.

3. We are planning to have some early swim days which could accommodate those swimmers who wish to do laps early in the day as well as more open swim hours.

4. With two pools, we can now offer some new and different swim programs.

5. Programming space – we have a serious shortage of programming space available to us. With additional recreation space, we will be able to offer almost twice as many Park & Recreation programs as we currently offer.

6. The recreation space would also be available as community space.

Pool Design

We have an 8-lane competitive pool which will have a diving board at the far end. It will be 25 yards long with a depth of from over 4' to 6'6"in most lanes. The diving board area at the end will have a water depth of 13'6".

We will also have a family/recreation pool which will have lanes for water walking as well as some fun features for kids including a slide. The total area of these pools is approximately 13,000 square feet. The recreational pool will have a zero-depth entry, gradually going up to 3'6". There will be two 50 yard lanes for water walking or swimming.

The parking lot will be paved and the slope of the driveway will be reduced from a 14% pitch to an 8% pitch. We will have 97 parking spaces which is an increase from the 50 or so we formerly had depending on how people parked. The lot would no longer be dirt!

Who would run this facility? At this point Ms. Chaston noted that the Park & Recreation director is not only a certified pool manager but has run the pool for more than twenty two years, in some cases having to keep it together with baling twine and duct tape with capable assistance from DPW. Two years ago we hired a new Assistant Park & Rec director primarily for her aquatics background. She has experience running multiple pools in several

different states. We believe that she is very capable of running this facility and in fact both our director and assistant director were instrumental in the design and the building of the business model. We have attended conferences, spoken with other towns, worked closely with our town manager, town staff, the board of selectmen, the PPBC, the Community Preservation Committee and we have listened to input frankly from pretty much anyone who wanted to talk to us about this.

Building – the lower level of the building will be the bathhouse area and will include locker rooms and family changing areas. The upper level of the building will provide office space for two town departments as well as approximately a 2800' recreational space for our programming.

Here are a few of the programs that we anticipate being able to offer at this Recreational Complex: Indoor activities, boot camp, teen center programs, after school programs, pre-K programs, arts and crafts for all ages, dancing – ballroom; tap; hip hop, floor hockey, Pilates-zumba-yoga, volleyball, dodge ball, gaga, arts and crafts, movie nights, community space, outdoor activities, water aerobics, orienteering, hiking, camping, kayak/canoeing, sailing, pop up skate park, spray park, street/roller hockey, outdoor living skills, water safety, basketball, volleyball. This list represents programs that we have wanted to offer but didn't have space and it also represents programs that were requested of us as we went through this project process.

You have already heard about the project costs as shown on the top portion of this slide. The bottom portion shows our projections. We spent many hours putting together a financial and staffing model for the recreation complex. We used very conservative estimates of attendance and prices to project revenue. A very big expense component in running a pool is the staff and therefore we did a very detailed staffing plan to estimate these expenses. We project that year 1 pool revenue would be approximately $167,000 and our program revenue would be approximately $270,000. We project that the town would have to subsidize the pool in year 1 for approximately $60,000 but would have a net benefit from additional programming of $150,000 for a net income of $89,000.

As far as the funding for this project – the Community Preservation Act was enacted and subsequently adopted by Needham for projects like this. Without CPA funds our recreation projects – as well as historic and housing – would rarely if ever be able to compete with projects for schools or public safety. We would not have been able to do some of the projects that have been in recent years which really are what make Needham a nice community to live in. The CPA was designed for projects like this.

There would be a cost to decommission the site as well as the other points shown on the slide.

In conclusion this project is a major community project. We believe that it embodies what our community is all about - which is providing a facility for recreation, community gathering space, community programs – all in a central location – accessible by all and available to all residents.

The Park and Recreation Commission respectfully requests that you vote to adopt Article 33.

Mr. Richard Zimbone, chairman, addressed this proposal on behalf of the Finance Committee. The Finance Committee has voted not to recommend the adoption of Article 33, authorizing the appropriation of $15.8 million for the design, engineering and construction of the Rosemary Recreation Complex.

The $15.8 million project cost would be funded with $3.8 million from the General Fund and $12 million from the Community Preservation Act funds.

The portion of the project funded through the General Fund will consist of $800,000 of cash from the Overlay Surplus Account and $3 million of debt within the Levy. The portion of the project funded through CPA receipts will consist of $4 million of cash from various CPA sources and $8 million of CPA debt. The majority of funding for the project will be through debt financing in the amount of $11.0 million.

The Finance Committee is recommending against this project for a number of reasons.

First, given the number of major capital projects on the near term horizon and analyzing our most recent capital financing plan, the Finance Committee believes that as a Town we are overextending ourselves and taking on too much debt. The Rosemary Pool Complex, while very attractive and desirable, in our opinion is not an essential expenditure.

Earlier in our meeting, I presented a table showing the total debt service as a percentage of Gross Revenues. That table indicated that over a 15 year period beginning in 2019, the debt service as a percentage of gross revenues exceeds our 10% guideline, with a peak of 13.3% occurring in FY2023.

Why are we above the 10% guideline? Well let's look at a list of the capital projects that have been identified and are planned on being financed with debt. The total dollar amount of all the capital projects being financed between now and 2024 is nearly $250 million ($245,167,000 exactly). We need to ask ourselves the question … What else hasn't yet been identified and factored into the plan? How would we finance those as yet unidentified projects if we're committed to all of these projects? What if a major repair to an existing building were required? Money in the Capital Reserve account (which will be addressed later in our agenda), is not sufficient to cover such a contingency.

Mr. Zimbone suggested looking at some of the big ticket items and asked if they are essential or discretionary. He also suggested the possibility of deferring some other project.

- High School Expansion (Essential)
- Public Safety Complex (Essential)
- DPW Storage Facility (Essential)
- Water System Improvements (Essential)
- Mitchell School (Essential)

In the opinion of the Finance Committee the Rosemary Pool Complex project is not essential, but rather discretionary spending, which quite frankly we don't have.

Someone may argue that this isn't real debt, its CPA debt. It has a separate funding source (CPA funds) and therefore should be looked at differently than some of the other projects. There is a limit on how much of the CPA surcharge revenue can be used to pay for debt service. That limit is 70%. The 70% limit translates to in dollars and presents the three capital projects currently financed or planned to be financed with CPA debt. These

projects include the Town Hall, the Rosemary Complex and the Emery Grover building. The last column on the slide shows how much margin exists between the total debt service for the three projects and the 70% limit.

What other as yet identified projects will be seeking CPA funds over the next 5 to 8 years? Fields? Playgrounds? Sediment removal programs? Affordable housing? Open Space Land Purchases?

Another reservation expressed by the Finance Committee is the utilization of this asset. Let's examine the Pool on its own merits, excluding the second floor addition with the added office space and Park & Rec program space.

The Pool will be open for approximately three months (or twelve weeks) during the summer. Approximating, the pool portion of the project is costing $12 million (CPA funds).

Using data provided by the Park & Recreation Commission, it is estimated that 268 family passes will be sold in the first year. Individual and senior passes total just under 100. In addition, on average, approximately 45 daily passes are sold per day over the course of the summer.

Given the amount of time the facility is open and the limited number of projected users of the facility, the Finance Committee questions the wisdom of spending $12 million of funds, $8 million of which is funded by debt at this time.

In summary, given the limited utilization of this asset by the town residents, and the fact that we are at the limit of our borrowing capacity and have no room for further debt, we do not believe this project meets the definition of essential from a financial perspective. Maybe at a different time, when we have more borrowing capacity available; when we are not faced with a number of essential facility & infrastructure upgrades and when we are not staring at two more large capital projects requiring override votes in the next 5 years, we could go forward with this project. But not for today and not now. It is for these reasons that the Finance Committee recommends against approval of this article.

Mr. Matthew D. Borrelli, member, addressed this proposal on behalf of the Board of Selectmen. He stated that the board believes this is an essential expense and there is a cost if the Town does nothing. The pool would have to be decommissioned at a cost of approximately $2 - $3 million. In addition there are several staff members of the Health Department experiencing health issues due to air quality and we hope to place that department in the Park & Recreation office space. The Board of Selectmen believes this is an essential expense and unanimously supports Article 33.

At this time the Preamble was divided by the Moderator to serve a constructive and valuable purpose and the question was put to the meeting in two parts.

The following Town Meeting Members spoke in opposition of Article 33: Paul A. Siegenthaler, Sam Bass Warner, Karen Shapiro, and Ford H. Peckham.

The following Town Meeting Members spoke in support of Article 33: Carlos Agualimpia, Michael S. Miller, Lois Sockol, Victor Paul Seidel, William A. Zoppo, and Josephine Ochalla.

Nancy Sterling, resident, spoke in favor of this proposal indicating that this process has been going on for seven years. She urged support of Article 33.

After a lengthy discussion, Mr. William R. Dermody moved the previous question on the two main motions. The motion was presented, but the Moderator was in doubt. The Moderator called for a count of hands. In the absence of teller Marjorie M. Margolis, Heinz R. Brinkhaus was sworn in as a teller by the Moderator. The motion was presented and carried by the required two-thirds vote on a hand count. The count was Yes 161 No 47.

ACTION: The emergency preamble was presented for a vote, but the Moderator was in doubt. The emergency preamble was again presented and carried by a count of hands. The hand count was Yes 160 No 52.

ACTION: The main motion was presented, as amended, but the Moderator was in doubt. The motion was again presented and carried by a count of hands. The hand count was Yes 158 No 56.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of $15,800,000 for design and engineering and construction of the Rosemary Recreation Complex, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,030,000 is raised from Community Preservation Receipts, that $1,535,000 be transferred from the FY2017 Community Preservation General Reserve, that $1,435,000 be transferred from CPA Free Cash, and that $800,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $8,000,000 under Massachusetts General Law Chapter 44B, as it may hereafter be amended and to borrow $3,000,000 under Massachusetts General Law Chapter 44, Section 7, and further that this is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 34: APPROPRIATE FOR CRICKET FIELD RENOVATION DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for Cricket Field renovation design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: This article would fund the design of improvements to the two multi-purpose fields at Cricket Field. The project will include removal and amendment to the soil and installation of a new irrigation system. It is anticipated that work will be performed during the summer of 2018.

Mr. Artie R. Crocker, members addressed this proposal on behalf of the Community Preservation Committee. He stated that these fields serve the girls soccer teams.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $35,000 for Cricket Field renovation design, to be spent under the direction of the Town Manager, and

to meet this appropriation that said sum be transferred from CPA Free Cash

Mr. Thomas M. Jacob, member, recommended adoption of this article on behalf of the Finance Committee.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen unanimously concurs with the Community Preservation Committee and the Finance Committee.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 35: APPROPRIATE FOR NEW ELEMENTARY SCHOOL WALKING TRAILS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $210,000 for survey and all phases of design and construction for the New Elementary School Walking Trails, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: The purpose of this funding is to construct a new walking trail at the Central Avenue site of the new elementary school. The quarter-mile long trail will be ADA accessible, and all users will be able to explore a variety of habitats and enjoy a scenic vista overlooking the pond, Rosemary Brook, wetlands, and forested properties. The Student Conservation Association (SCA) will participate in a portion of the project, reducing some of the anticipated construction costs. Performing this work prior to the beginning of the major school construction project is an important consideration because it allows the project to be constructed from the back to the front. This will facilitate construction access and reduce construction conflicts on a tight site. A portion of the trail is being built on land under license with the Town of Wellesley, and therefore is not eligible for funding with the MSBA school project. Wellesley officials have reviewed the plans and are in support of the design direction.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $210,000 for survey and all phases of design and construction for the New Elementary School Walking Trails, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash.

Mr. Peter J. Pingitore, member, requested adoption of this proposal for the new school walking trail at the Central Avenue site of the new elementary school on behalf of the Community Preservation Committee.

Mr. Thomas M. Jacob, member, stated that the Finance Committee supports this proposal.

Mr. John A. Bulian, Selectman, advised that the Board of Selectmen unanimously supports this proposal.

In response to an inquiry from Mr. Joshua W. Levy, Mr. Pingitore noted that if the 10-year lease of land with Wellesley was not renewed, the trail is only accessible through the Needham.

In response to an inquiry from Ms. Mary E. Keane-Hazzard regarding a precipitous drop-off in the proposed trail area, Mr. Pingitore noted that it is only a hill and the kids would probably think it is cool to roll down the hill.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 36: APPROPRIATE FOR NEEDHAM ACCESSIBLE RESERVOIR TRAIL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $935,000 for the Needham Accessible Reservoir Trail construction, to be spent under the direction of the Town Manager, and to meet this appropriation that $860,000 be transferred from CPA Free Cash and $75,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: The proposed trail will consist of a combination of wooden boardwalks and stone dust trails, and will significantly upgrade an existing trail and provide access to the Reservoir to all members of the community. Accessible fishing docks will be added, along with a bridge over the stream. New parking spaces will be created in the parking lot at 500 Dedham Avenue. The former wells will be closed, and sensitive wetland areas will be preserved and restored. The design of this project was previously funded through CPA appropriation.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $935,000 for the Needham Accessible Reservoir Trail construction, to be spent under the direction of the Town Manager, and to meet this appropriation that $860,000 be transferred from CPA Free Cash and $75,000 be transferred from Water Enterprise Fund Retained Earnings.

Mr. Robert H. Boder, member, addressed this proposal on behalf of the Community Preservation Committee. He advised that these funds will upgrade the existing reservoir trail and make it fully handicapped accessible.

Mr. Thomas M. Jacob, member, recommended adoption on behalf of the Finance Committee.

Mr. John A. Bulian, Selectman, advised that the Board of Selectmen unanimously supports this proposal.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Boder advised that there will be an area for people to fish.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 37: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2018 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation. to be spent under the direction of the Town Manager, as follows:

Appropriations:
A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:
B. Community Preservation Fund Annual Reserve$ $341,831
C. Community Housing Reserve $269,000
D. Historic Resources Reserve $0
E. Open Space Reserve $269,000

or take any other action relative thereto.

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

MOVED: That the Town vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2018 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:
A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:
B. Community Preservation Fund Annual Reserve $341,831
C. Community Housing Reserve $269,000
D. Historic Resources Reserve $0
E. Open Space Reserve $269,000.

Mr. Gary C. Crossen, member, recommended adoption of this proposal on behalf of the Community Preservation Committee.

Mr. Thomas M. Jacob, member, advised that this is the annual appropriation to the Community Preservation Fund required by the Community Preservation Act.

Ms. Marianne B. Cooley, Chairman, concurred that this is the annual appropriation article to the Community Preservation Fund and advised that the Board of Selectmen unanimously recommends adoption.

ACTION: The main motion was presented and carried unanimously.

At 10:58 PM, Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday, May 10, 2017 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall, and it was so voted unanimously by voice vote.

* * * * * * * *

ADJOURNED ANNUAL TOWN MEETING
Wednesday, May 10, 2017

Pursuant to adjournment of the Annual Town Meeting held May 8, 2017 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday, May 10, 2017, at 7:30 P.M.

Check lists were used and 204 voters were checked on the list as being present, including 205 Town Meeting Members. 47 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Daryn Stylianopoulos, Pastor, First Baptist Church in Needham, gave the invocation.

Discussion began under Article 32 which was postponed to a time certain, namely the first item of business on Wednesday, May 10, 2017.

ARTICLE 32: AUTHORIZATION FOR EMINENT DOMAIN – ROSEMARY PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for general municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office; or take any other action relative thereto.

Article Information: As part of the lead up to the project for the construction of the new Rosemary Lake facility, the Town conducted a title search of the six parcels that make up Rosemary Lake and the Rosemary Complex. The title examination revealed that the Town of Needham has good record title to four of the six parcels. Two of the parcels have a gap in the chain of title. One parcel, which includes the existing pool and a major portion of the lake, was acquired by a tax taking in 1947. The tax taking was from the son-in-law of the record owner. Thus there is a gap in the record title. Additionally, the description of the parcel is not that precise. The second parcel includes the land on which the pool house is located. The references in the deed include three separate probates. The Town has occupied and used all six parcels since the 1950s, first as a beach and swimming area and later for use of the pool facility and other recreational activities. The title search did not identify any other record owners of the parcels. No one has been paying real estate taxes on the property. Thus the Town takes the position that it has good title to the six parcels.

Nonetheless, the taking of the property by eminent domain is contemplated prior to the Town's spending money to construct a new pool and building on the parcels. Taking the properties by eminent domain will provide good record title against the world. It would preclude someone claiming ownership of the property after the Town has constructed new facilities on the parcels. Anyone claiming ownership of the property would have to bring a claim within three years of the recording of the order of taking at the Registry of Deeds, and could seek compensation for the fair market value of his or her interest in the parcels as of the date of the taking and no more. While a taking is needed only for two lots, it is more efficient to take all six lots to confirm title.

MOVED: That the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for general municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office.

Mr. Daniel P. Matthews, Selectmen, offered the following motion to amend as follows:

Delete the words "for general municipal purposes" and insert in place thereof the words "for recreational and other municipal purposes

And further, that the main motion be amended by adding, after the words "Town Clerk's Office;" the words "Said takings shall be subject to the restrictions set forth in the deeds to the Town presently in effect."

Mr. Matthews explained that this is to clarify the Town's holdings. There are 6 parcels which make up Rosemary Lake and the Rosemary Complex and two of those parcels required clarification. The Board of Selectmen asks for approval of this article.

Mr. Richard M. Reilly, Vice Chairman, advised that the Finance Committee unanimously recommends adoption of this article.

Mr. Matthews' motion to amend was presented and passed by unanimous vote.

ACTION: The main motion, as amended, which requires a two-thirds vote, was presented and carried unanimously by voice vote declared by the Moderator.

VOTED: That the Town will vote to authorize the Board of Selectmen to take by eminent domain on behalf of the Town for recreational and other municipal purposes the following described lands: The land outlined in red as shown on a plan of land entitled; Plan of Land in Needham, Norfolk County, Massachusetts dated October 11, 2016 and revised 12/19/16, Prepared for: Town of Needham by Samiotes Consultants Inc., Civil Engineers & Land Surveyors, 20 A Street, Framingham, MA 01701, a copy of which is on file with the Town Clerk's Office. Said takings shall be subject to the restrictions set forth in the deeds to the town presently in effect.

Article 33 through 37 were adopted on Monday, May 8, 2017.

ARTICLE 38: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,895,467 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
DPW	Specialty Equipment	$30,000	
DPW	Traffic Improvements	$249,000	
Multiple	Fleet Replacement Program	$646,305	
Finance	Data Center Servers & Storage Units	$145,000	
Fire	Bunker Gear	$167,872	
Public Facilities	Energy Efficiency Upgrade Improvements	$57,000	
Public Facilities	Pollard School Blue & Green Gyms	$45,000	
Public Schools	School Copier Replacement	$46,790	
Public Schools	School Furniture	$45,000	
Public Schools	Technology Replacement	$463,500	
		$1,895,467	

Public Works Specialty Equipment

The FY2018 request is to fund a new Field Renovator for the Parks & Forestry Division. This piece of equipment renovates baseball diamonds and will be the second field renovator in the fleet. This acquisition is necessary to handle the acreage that Parks & Forestry maintains. The Field Renovator will also be used to de-weed clay skins and make them look fresh and play-worthy.

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. These items are not presently included in the Department of Public Works operating budget. The proposed annual request will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings. The FY2018 funding request is to improve the Cedar Street and Central Avenue Intersection. This project was recommended by the Safe Routes to School Study that was prepared by the Commonwealth for the Eliot School. The project will improve safety for vehicles and pedestrians crossing at the intersection by relocating curbing and sidewalk areas. This will shorten the distance of the cross-walk and allow the crossing guard to have better control over traffic flow and pedestrian crossings.

Fleet Replacement Program

The Town's centralized approach to its fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized equipment, and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the following units listed below are planned for replacement and the probable vehicle type is indicated in the tables below.

General Fund Fleet Program – General Purpose Vehicles

Unit/Division	Year	Replacement	Amount
12/Parks	2009	Chevrolet Colorado	$38,277
15/Admin	2008	Ford Explorer	$35,481
52/Highway	2009	Toyota RAV4 Hybrid	$34,729
704/Facilities	2005	Ford T250	$31,222
PV/School	2008	Ford Transit XL	$33,861
Van 3/School	2011	Ford Transit XL	$32,875
Van 6/School	2011	Ford Transit XL	$32,875
			$239,320

General Fund Fleet Replacement – Specialized Equipment

Unit/Division	Year	Replacement	Amount
48/Highway	2008	Ford F450	$83,561
336/Parks	2011	TORO 5900	$98,747
R-02/Fire	2008	F-450 Horton 553	$224,677
			$406,985

Non-Public Safety Data Center Servers and Storage Units

This project is for the replacement of hardware within the three Town of Needham data centers. The project is broken into two phases, and funding for FY2018 is for phase one. The first phase of the project is to replace four servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at The Center at The Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the internet, and network and internet security takes place. There are six physical servers at Town Hall; however, three servers maintain and support approximately 50 virtual servers with corresponding data maintained on the storage units. The other three servers are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as a failsafe in case the Town Hall network and infrastructure is offline. The server and storage at The Center at The Heights houses backup data, and from this location certain segments of the data are migrated off site using a Carbonite business account. All of the servers are Dell PowerEdge R400 - R700 series, the

storage units are Dell EqualLogic PS4000 - PS6000 series, and the switches are Dell PowerConnect 8000 series. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town's business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town.

Bunker Gear

This request is for the purchase of a second set of Personal Protective Equipment ("bunker gear") for all front line Fire personnel in FY2018. In the years to follow, funding will be sought to continuously replace the gear over a five year period. The bunker gear requested includes boots, firefighting pants, and coat. Firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found that carcinogens and other toxins associated with the fire ground can be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These contaminants, chemicals, toxins, and carcinogens adhere to firefighters' bunker gear, creating a lingering exposure concern for the firefighters wearing this equipment and to members of the public they serve. Recent research links increased risk of cancer due to contaminated bunker gear. The Fire Department has already taken measures to help reduce the risk of cancer, including outfitting each piece of apparatus with after-action wipes to quickly remove carcinogens from responders' skin while still in the field. Industry best practices require that firefighters be issued two sets of gear so that once contaminated, the equipment can be washed and dried in extractors and dryers designed specifically for that purpose. A second set of gear will allow personnel to remain available to respond to calls while their gear is being cleaned. Once this initial set of additional firefighting gear is purchased, the Department will begin a planned rotational purchasing request annually, so that all firefighting bunker gear can be replaced within a 10 year schedule to ensure proper functioning and safety.

Energy Efficiency Upgrades

The 2011 May Special Town Meeting approved funding for an Engineering Study for Energy Upgrades. This study was conducted on ten key buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. In FY2018, the Public Facilities Department intends to install on-demand ventilation on air handlers in the mechanical room, and re-commission building HVAC controls at the Eliot School.

Pollard Blue And Green Gym Upgrades - Design

Proposed improvements consist of replacing the present rubber flooring with another material that is appropriate for basketball use and installing mats along the side of the gym for safety. Lighting upgrades were completed under the energy efficiency request in FY2016. This funding will support the design of the flooring replacement in both the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and community basketball groups because of its size. The design will investigate handicap accessibility issues, player safety, and basketball specifications, and will determine the best type of flooring to install given restriction in these spaces.

School Copier Replacement

In May 2003, Town Meeting authorized $60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 48 copy machines. The FY2018 request includes five copy machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts.

School Furniture Replacement

This request continues the replacement cycle for school furniture in poor and fair condition at the Newman and Pollard schools. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. In FY2005, Town Meeting approved funding of $20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced at these schools. The funding request will continue with the replacement of furniture in fair condition at these schools and will allow for the purchase of furniture needed to support enrollment growth. Beginning in FY2022, the furniture request will be used exclusively to purchase new classroom furniture as necessary in all school buildings.

School Technology Replacement

This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2018 submitted request is for $463,500 and represents a $155,575 increase over the FY2018 projection included in the FY2017-2021 CIP. The $463,500 request increase consists of $310,500 in hardware replacement, $61,000 in infrastructure improvements and $92,000 in new requests. The hardware replacement budget of $310,500 increases $84,575 from the prior year and reflects the reallocation of funds away from whiteboard and desktop computer replacement to the replacement of computer labs at Broadmeadow, Eliot, Hillside and High Rock ($40,500/each), as well as replacement of the TV Lab at Needham High School ($36,000.) The infrastructure budget of $61,000 increased $10,000 over the prior CIP to fund wireless access points, which were added as a new category under technology infrastructure. Finally, several new requests totaling $92,000 are included for FY2018: the replacement of the High Rock security camera and keyless entry system

($20,000), the installation of gymnasium video displays at two schools (Eliot and Hillside for $6,000), the replacement of the 30-year old mobile PA system for use at graduation ($30,000), the installation of an auditorium screen and a projection system at High Rock ($25,000), a replacement screen at Pollard ($6,000) and a projector and screen in the Pollard cafeteria ($5,000.)

MOVED: That the Town vote to raise and/or transfer and appropriate $1,895,467 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Group	Description	Recommended	Amendment
DPW	Specialty Equipment	$30,000	
DPW	Traffic Improvements	$249,000	
Multiple	Fleet Replacement Program	$646,305	
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Public Schools	School Copier Replacement	$46,790	
Public Schools	School Furniture	$45,000	
Public Schools	Technology Replacement	$463,500	
		$1,895,467	

Ms. Marianne B. Cooley, Chairman, addressed this proposal on behalf of the Board of Selectmen. She explained that this is the article to fund the general cash capital and the Board of Selectmen unanimously recommends adoption of this article.

Mr. Richard M. Reilly, Vice Chairman, advised that the Finance Committee unanimously recommend adoption of this article.

In response to an inquiry from Mr. John D. Crimmings, Kate Fitzpatrick, Town Manager, advised that the traffic improvements under the second line in the article relate to traffic signs showing speed.

In response to an inquiry from Mr. Gerald C. Rovner, Ms. Marianne B. Cooley advised that the crosswalk at the intersection of Cedar Street and Central Avenue will improve safety by relocating curbing and sidewalk areas.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 39: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,762,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,262,000 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $500,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below.

Street Resurfacing

This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating

of 75. Target funding for street resurfacing in FY2018 is $800,000.

Traffic Signal & Intersection Improvements
This Program funds traffic signal and intersection improvements and installation of signalized intersections where none currently exist. Target funding for FY2018 is $128,000 to be used for Engineering & Design for the Highland Avenue and West Street intersection.

Sidewalk Program
This program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2018 is $484,000.

Storm Drain Capacity Improvements
This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. This funding request includes, but is not limited to, the installation of additional storm drains and the replacement and extension of drains on Manning Street, Hoover Road, Concord Road and Burnside Road with larger capacity drains. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue, funds for FY2017 were diverted from Ardmore Road and Hunnewell Street to complete that project. Unless circumstances dictate otherwise, FY2018 funding of $100,000 is planned for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs
This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding over five years for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation. Unless circumstances dictate otherwise, FY2018 funding in the amount of $50,000 is targeted for system upgrades and repairs at various locations.

Brooks and Culverts – Repair and Maintenance
It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts. Unless circumstances dictate otherwise, FY2018 funding of $200,000 is planned for construction of a culvert at Meadowbrook Road.

Roadway Reconstruction
Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction include shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2018.

Bridge Repairs
Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. Capital Project costs will include surveying, engineering evaluation, design, and repair or reconstruction. Bridges are one of the infrastructure assets whose value and depreciation are now tracked under the GASB 34 Program. The Massachusetts Department of Transportation issued a report on Newell's Bridge which connects Needham and Dover on Central Avenue and indicated that the bridge is deficient and in need of repair. The Town will work with Dover to determine how to address these deficiencies. No funding is allocated to the Bridge Repairs category in FY2018.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,762,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,262,000 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $500,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Matthew D. Borrelli, Selectman, offered the following motion to amend: that the main motion under Article 39 be amended by deleting the sum "$1,262,000" and inserting in place thereof the sum "$1,762,000" and by deleting the words "and that

the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $500,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount."

Mr. Borrelli noted that the Board of Selectmen unanimously recommended adoption of this article and the motion to amend.

Ms. Louise L. Miller, member, recommended adoption of this article on behalf of the Finance Committee.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of $1,762,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,762,000 be transferred from Free Cash.

ARTICLE 40: APPROPRIATE FOR PUBLIC SAFETY COMPLEX/STATION #2 DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $250,000 for Public Safety Complex and Fire Station #2 design, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The feasibility study is nearing completion, and additional funding is requested in FY2018 to complete schematic design. Design Development/Construction Document funding is proposed for FY2018 at the fall, 2017 Special Town Meeting, and construction funding is proposed for fiscal year 2019. Project features continue to be refined, and the design and construction cost estimates are under development. The November 2, 2015 and February 10, 2016 Special Town Meetings approved funding for feasibility studies for the renovation and/or reconstruction of the Public Safety Building on Chestnut Street/School Street and Fire Station 2 at the intersection of Highland Avenue and Webster Street. The Public Safety Building, originally built in 1931, was reconstructed in 1988 – 1989. The amount of space that was originally allocated within the building for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements. The station is not fully accessible for individuals with limited mobility. Areas reviewed during the feasibility study in the Police Department included: locker space for female officers, evidence and property storage space, interview space and interview recording requirements, public meeting space needs, records storage, inadequate dispatch areas, patrol and administrative office space, report writing space, and prisoner holding cells. The current prisoner booking area is unsafe due to its size and the setup of the room. The building lacks the ability to handle technology improvements due to available space needed while the roof continues to leak into the records/server room on the second floor. The current climate control only works sporadically throughout the building creating numerous temperature variations. Areas reviewed in the Fire Department included apparatus bays that are too small for modern fire trucks; insufficient area for maintenance activities, non-existent facilities for storing and cleaning turnout gear, minimal existing office space, and insufficient storage space for files and equipment. The study included a review of the operational needs of both departments, facility assessment, assessment of spatial needs within existing or expanded facilities, alternatives analysis for demolition and rebuilding of new facilities, consideration of phasing/swing space, and a cost comparison of addition, renovation or rebuilding.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $250,000 for Public Safety Complex and Fire Station #2 design, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal and unanimously recommended adoption on behalf of the Board of Selectmen.

Mr. John P. Connelly, member, unanimously recommended adoption on behalf of the Finance Committee.

Mr. Philip V. Robey expressed concern that the current safety building is about 28 years old and buildings used to last approximately 50 years.

Mr. Borrelli explained that the original safety building was built in 1931 and then renovations to the existing building took place in 1988-1989.

ACTION: The main motion which requires a majority vote was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 41: APPROPRIATE FOR POLLARD SCHOOL BATHROOM UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $650,000 for Pollard School bathroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: There are four sets of boy and girl bathrooms at the school that are in need of renovation. The Town renovated the first of the four bathrooms in FY2017. This request is to complete the work started on the first set of bathrooms in the remaining bathrooms. The improvements that were made include new fixtures, new tiles, new layout and open doors, new ADA compliant stalls, and other features to modernize the bathroom facilities. It is intended that the remaining bathrooms will be renovated in one or two summers, depending on the schedule. The project will be timed to achieve the greatest efficiency and savings.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $650,000 for Pollard School bathroom upgrades, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that there are currently 4 sets of boy and girl bathrooms at Pollard Middle School. Several of these bathrooms have already been renovated and this article will renovate the remaining bathrooms. He advised that the Board of Selectmen unanimously support this article.

Mr. Barry J. Coffman, member, advised that this article will renovate the remaining three bathrooms and the Finance Committee unanimously recommends adoption of this proposal.

Mr. Paul A. Siegenthaler questioned the town's policy on transgender bathrooms. Ms. Heidi C. Black, Chairman, advised that the Needham Public Schools provide for all our students. Ms. Kim Marie Nicols rose in support of the Pollard bathrooms. She advised that she is a middle school counselor and that this age needs privacy. In response to an inquiry from Ms. Kim Marie Nicols, Ms. Black stated that there are five single unit handicapped-accessible bathrooms.

Ms. Rebecca L. Rausch advised that there are only 2 accessible bathrooms off the hallway at Pollard and the other three are located through the Principal's office. Ms. Black advised that there are currently 5 unisex bathrooms and the School Committee will continue to re-evaluate the needs of the students.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 42 was adopted by unanimous consent earlier this evening (May 1, 2017).

ARTICLE 43: APPROPRIATE FOR HIGH SCHOOL EXPANSION DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $950,000 for engineering and design for the expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This project would fund the addition of classroom space at Needham High School to support anticipated student population growth. Enrollment is expected to remain at or over 1,700 students through FY2023. The existing capacity of the school is 1,450. The maximum number of students per classroom in the 2008 renovated and expanded NHS was 22. Currently 25% of the academic classrooms have class sizes of 25 or more. The MSBA standard for classroom utilization rate is 85%. Currently, the utilization rate is at 90%+. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the need. Further, the repurposing has compromised the overall operation of the educational program. The October 2014 Special Town Meeting approved an appropriation of $200,000 to subdivide two large classroom spaces into four classrooms, and the 2016 Annual Town Meeting approved an additional $65,000 to conduct a feasibility study of classroom expansion alternatives at NHS, which is underway. This request is a placeholder for the design and construction funds needed to develop classroom spaces at Needham High School, pending the final recommendations included in the feasibility study.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $950,000 for engineering and design for the expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion to amend was offered by Marianne B. Cooley that the main motion under Article 43 is amended by adding an emergency preamble as follows: "This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town, and therefore final vote of the Town Meeting passing this measure shall be immediately operative".

Ms. Marianne B. Cooley, Chairman, advised that this article would fund the additional classroom space needed at the High School. She stated that the Board of Selectmen unanimously recommends adoption of this proposal.

Ms. Heidi C. Black, Chairman, stated that the School Committee is seeking funds for engineering and design of additional classroom space due to the anticipated growth in student population. The existing student capacity of the school is 1450. However student population is expected to remain at or above 1,700 students through FY2023. Student population continues to grow and the School Department has hired a professional demographer.

Mr. Barry J. Coffman, member, advised that the current level of 1659 from 1450 when the High School building renovation occurred in early 2000 will continue to grow. The reports from the demographer are very detailed. Without the additional space, classroom learning will be compromised. The Finance Committee recommends adoption of this article.

In response to an inquiry from David J. Ecsedy, Ms. Black explained that portable classroom space is not an option because a long term solution is required.

Ms. Catherine E. Kurkjian expressed concern with the cost of design and engineering of school after school. In response, Mr. George F. Kent, Chairman, Permanent Public Building Committee, explained that this is a different design phase than the public safety design.

In response to a concern expressed by Mr. Paul S. Alpert, Mr. Kent explained that the emergency preamble is necessary in order to complete the design phase and come back to the fall Special Town Meeting.

Ms. Catherine Reid Dowd urged support of this article.

Ms. Heidi C. Black, School Committee Chairman, stated that eight additional classrooms will be sufficient and that additional teachers will be needed.

The motion to amend to add an emergency preamble was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

VOTED: That the Town vote to raise, and/or transfer and appropriate the sum of $950,000 for engineering and design for the expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. This is an emergency measure necessary for the immediate preservation of the safety and convenience of the Town and therefore final vote of the Town Meeting passing this measure shall be immediately operative.

ARTICLE 44: APPROPRIATE FOR FUEL ISLAND RELOCATION AND UPGRADE

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $1,320,000 for fuel island relocation and upgrade and associated site and demolition work, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: Currently DPW, Fire Department, School Department, and other Town vehicles rely on this fueling station. Beginning in September 2013, all Police Department vehicles also rely on this fueling station. The Police Department consumes a large volume of gasoline, and that Department's reliance on this station represents a dramatic increase in use. This funding request reflects the anticipated costs of relocating the fuel station, demolition of the existing station, installation of a new station, and demolition of the "old" salt shed. The fueling station will be located on property transferred to the jurisdiction of the School Committee but remaining under the control of the DPW. The station is designed to be relocatable in the future if necessary. The fuel station is proposed for replacement and relocation based on its general age, condition, location, environmental concerns (e.g. proximity to wetlands, proximity to groundwater table, threat of algae contamination, and susceptibility to flooding), access and maneuverability, capacity, and compatibility with the proposed expansion of the DPW Operations Building at 470 Dedham Avenue. The RTS, Sewer and Water Enterprise Funds will be allocated 20% of the cost of the project based on fuel consumption. The 2016 Annual Town Meeting appropriated $131,000 in design funds for this project.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $1,320,000 for fuel island relocation and upgrade and associated site and demolition work, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Maurice P. Handel offered the following motion to amend: that the main motion under Article 44 be amended by deleting the words: "and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount:

And by inserting after the words "to be spent under the direction of the Permanent Public Building Committee and Town Manager" the words "and to meet this appropriation that $1,056,000 be transferred from Free Cash, $15,000 be transferred from RTS Retained Earnings, $87,000 be transferred from Sewer Retained Earnings, and $162,000 be transferred from Water Retained Earnings".

Mr. Handel, Selectman, advised that the Board of Selectmen unanimously seeks approval of this article.

Ms. Louise L. Miller, member, advised that the Finance Committee reviewed the bid for the fuel island upgrade and relocation and recommend adoption of this article.

In response to Mr. Mark A. Oberle's question concerning the use of natural gas as a cleaner and less expensive fuel, Mr. Handel advised that there are no plans at the present time.

After a brief discussion, a motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, which requires a two-thirds vote for passage, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise, and/or transfer and appropriate the sum of $1,320,000 for fuel island relocation and upgrade and associated site and demolition work, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,056,000 be transferred from Free Cash, $15,000 be transferred from RTS Retained Earnings, $87,000 be transferred from Sewer Retained Earnings, and $162,000 be transferred from Water Retained Earnings.

ARTICLE 45: APPROPRIATE FOR DPW STORAGE FACILITY FEASIBILITY

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $150,000 for a feasibility study for the location of a Public Works storage facility at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The recently completed DPW relocation feasibility study determined that approximately 14,000 s.f. of storage space required to fulfill DPW operations programming needs cannot fit on the existing site (470/484 Dedham Avenue). The existing site has been approved by the Board of Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location consisting of a building of approximately 7,000 s.f. and covered storage (canopy) of another 7,000 s.f. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located at the RTS. Locating the storage building at the RTS will necessitate the relocation of existing operations to the currently unused acreage adjacent to the site. Design funding will include a review of RTS operations to determine the most appropriate location for the storage building and the operations to be relocated. Construction funding is proposed for FY2019. While the funding source is listed as General Fund, enterprise funding will likely be recommended as part of the construction appropriation.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $150,000 for a feasibility study for the location of a Public Works storage facility at the Recycling/Transfer Station, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Maurice P. Handel, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He explained that the DPW relocation feasibility study determined that about 14,000 square feet of storage space is needed.

Ms. Louise L. Miller, member, concurred with Mr. Handel that storage space is needed for the DPW and unanimously recommended adoption on behalf of the Finance Committee.

A motion to amend was offered by Ms. Holly Anne Clarke to add the words "and further that this feasibility study include the impact on local traffic.

After a moderate discussion, the motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The motion to amend was presented for a third time and carried by a count of hands. The hand count was Yes 106 No 82.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise, and/or transfer and appropriate the sum of $150,000 for a feasibility study for the location of a Public Works storage facility at the Recycling/Transfer Station, and further that this feasibility study include the impact on local traffic, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ARTICLE 46: APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $375,000 for engineering and design of renovation or reconstruction of the Memorial Park Building and associated grounds, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: The Memorial Park Building was included in the Townwide Facilities Study planning update completed in 2014. The study presumed a complete renovation of the current Memorial Park Building, which would make the building fully handicap accessible, and would be designed and constructed in accordance with the new building code. The facility would be part of an overall plan that enhances programs and promotes synergy among the other nearby Town facilities, and is seen as a service point for High School athletics and other community activities. The feasibility study for this project was funded at the 2016 Annual Town Meeting, and is under the charge of the PPBC.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $375,000 for engineering and design of renovation or reconstruction of the Memorial Park Building and associated grounds, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Matthew D. Borrelli, Selectman, offered the following motion to amend: that the main motion under Article 46 be amended by deleting the words "the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount."

And by inserting in place thereof the following: "said sum be transferred from Free Cash".

Mr. Borrelli noted that the Board of Selectmen is trying to reduce borrowing as a funding mechanism and use in place thereof free cash. He explained that the design of renovation or reconstruction of the Memorial Park Building is one of priorities of the Board of Selectmen. He noted that the second floor was last renovated in 1980 by volunteers and it is now time for the Town to upgrade the building. The Board of Selectmen unanimously supports this proposal.

Mr. James G. Healy, member, addressed this proposal on behalf of the Trustees of Memorial Park. He noted that there are over 220 uses a year by various groups and organizations and the Trustees respectfully ask for support of this proposal.

Mr. Barry J. Coffman, member, unanimously recommended adoption on behalf of the Finance Committee. He explained that the 2016 Annual Town Meeting approved $50,000 and recommended a completely new building. The Board of Selectmen will come back with construction costs.

Ms. Lois Sockol rose in support of this article noting that she spent many years watching the volunteers make improvements to both the building and the land.

In response to an inquiry from Karen N. Price regarding the sign in disrepair, Mr. Healy advised that the repair of the sign is already in process.

Mr. Healy explained to Mr. David Dirks that the first floor was basically a garage and teams would gather in the stone floor area. In 1985 the second floor created office space and the American Legion used this space. The Trustees are not asking for more than is currently being used.

In response to an inquiry from Mr. Paul A. Siegenthaler, Mr. Coffman indicated that a portion of CPC money could be used for this project.

In response to an inquiry from Ms. Josephine Ochalla, Mr. Borrelli stated that there will be resident input through the CPC hearings.

Mr. Borrelli also stated that other groups such as Parent Talk will be able to use the space.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented and carried by unanimous vote.

VOTED: That the Town vote to raise, and/or transfer and appropriate the sum of $375,000 for engineering and design of renovation or reconstruction of the Memorial Park Building and associated grounds, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ARTICLE 47 was adopted by unanimous consent on May 1, 2017.

ARTICLE 48: APPROPRIATE FOR WASTEWATER SYSTEM REHABILITATION

To see if the Town will vote to raise, appropriate and/or transfer the sum of $600,000 for Sewer Pump Station Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of

Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

Article Information: The Town's wastewater pumping stations have been evaluated to assess their physical condition and capacity, and to evaluate current and future flow projections. The Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), and Alden Road are each either at or beyond their design life. Maintenance and emergency shutoffs occur more frequently, and these stations require a greater amount of personnel and financial resources to keep them operational. The Alden Road Pump Station was originally constructed in the mid-1950's as a pneumatic ejection station, and was converted in the 1970's to a built in place wet well/dry well station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm to indicate high wet well levels. The electrical control panels are outdated and located below grade level adjacent to the pumps, which if flooded, pose a threat to personnel and equipment. The station has heat, but no dehumidification or ventilation. FY2018 funding is intended for Alden Road Pump Station Design/Engineering and Construction.

MOVED: That the Town vote to raise, appropriate and/or transfer the sum of $600,000 for Sewer Pump Station Improvements, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Massachusetts General Law Chapter 29C, Section 1, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7, Massachusetts General Law Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Clean Water Trust (MCWT) established pursuant to Massachusetts General Law Chapter 29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MCWT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Board of Selectmen be authorized to contract with the MCWT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Board of Selectmen, Town Manager, or other appropriate local official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project.

Mr. John A Bulian, Selectmen, advised that this article is to provide improvements to the Town's pumping stations. The Board of Selectmen unanimously support this article.

Mr. Kenneth J. Lavery, member, advised that this is an annual article and the Finance Committee unanimously recommends adoption of this article.

In response to an inquiry from Mr. David J. Ecsedy, Town Manager Kate Fitzpatrick advised that the Cooks Bridge (Milo Circle) station is located near the Needham Housing Authority.

ACTION: The main motion which requires a two-thirds vote was presented and carried by unanimous vote.

ARTICLE 49 was adopted by unanimous consent on May 1, 2017.

ARTICLE 50 was adopted by unanimous consent on May 1, 2017.

ARTICLE 51 was adopted by unanimous consent on May 1, 2017.

ARTICLE 52: APPROPRIATE FOR WORKERS COMPENSATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy; or take any other action relative thereto.

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The target balance for the fund is $1,500,000. The balance in the fund as of March 2017 is $971,376.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum to the Workers Compensation Reserve Fund, said sum to be raised from the Tax Levy.

ARTICLE 52 was withdrawn on Monday, May 1, 2017.

ARTICLE 53: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $1,295,000 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds

vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020. The Town is planning on the reconstruction and/or replacement of the Memorial Park Building. Town Meeting approved funding for a feasibility study last year, and design funding is proposed under Article 47. The appropriation of $1,295,000 is comprised of: $31,455 derived from the annual method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2016), and an additional $1,263,545 proposed for the fields and the building. If approved, the fund would support the $2.5 million reserved for the fields, and approximately $1.4 million reserved for the Memorial Park project. Additional funds will be recommended in subsequent town meetings, as circumstances permit. The balance in the fund as of March, 2017 was $2,656,214.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $1,295,000 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Matthew D. Borrelli, Selectman, advised that the Board of Selectmen unanimously recommend adoption of the article.

Mr. Thomas M. Jacob, member, advised that the Finance Committee is very supportive of this article.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 54 was adopted by unanimous consent on May 1, 2017.

ARTICLE 55: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The balance in the fund as of March 2017 was $1,320,155.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

ARTICLE 55 was withdrawn on Monday, May 1, 2017.

ARTICLE 56: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,091,874 to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said $185,000 be transferred from Free Cash and that $906,874 be raised from the tax levy; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins.

This approach includes the appropriation of recurring revenue. The benefit of dedicating recurring revenue to the fund is that is it allows the Town to repurpose the funds at some point in the future to other appropriations, including the operating budget. The Town's revenue growth has been greater than average over recent

years, but this level of growth is not expected to continue. Future demands especially in education (full-day kindergarten) and public safety (police and emergency medical services) will put pressure on the operating budget. Neither initiative is ready for funding in FY2018, but both are anticipated to be added in the next few years. By appropriating recurring funds today for a "non-recurring purpose" (the special stabilization fund), the Town will have access to the recurring revenue to meet true recurring needs at a future Town Meeting. In those years, the warrant will include an allocation of the recurring revenue to the operating budget rather than to the DSSF.

The recommended appropriation to the Fund for FY2018 is $1,091,874. The amount of $725,190 in recurring revenue is related to the solar array and new growth, and $181,684 was reallocated from the School Department operating request. An additional $185,000 from Free Cash (one time revenue) has been recommended. Of the total appropriation request, $906,874 is recurring revenue that can be reallocated in future years to meet identified program improvements. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of March, 2017 was $935,468.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,091,874 to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said $185,000 be transferred from Free Cash and that $906,874 be raised from the tax levy.

Ms. Marianne B. Cooley, Chairman, addressed this proposal on behalf of the Board of Selectmen. She explained that this money will be used to reduce debt expense in the future. The Board unanimously recommends adoption of this article.

Mr. Richard M. Reilly, Vice Chairman, stated that the Finance Committee unanimously recommends adoption of this article.

Holly Anne Clarke expressed concern with putting money away for future use when there are current needs.

Mr. Stephen M. Rosenstock rose to applaud the Town Manager and Boards for their foresight.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 57 was adopted by unanimous consent on May 1, 2017.

ARTICLE 58: AMEND GENERAL BY-LAW / FUTURE SCHOOL NEEDS COMMITTEE

To see if the Town will vote to amend the General By-Laws by deleting section 2.7.2 and inserting in place thereof the following:

"2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of seven members: two members of the Finance Committee, two members of the School Committee, two members of the Board of Selectmen, and one member appointed by the Town Moderator. The chairman shall be designated from time to time by vote of the Committee. The Future School Needs Committee will assist in the identification of the criteria necessary to develop the estimates and projections. It shall be the responsibility of the School Committee to procure professionally-developed estimates of the Town's current and projected student population and to provide this information to the Future School Needs Committee for their review, guidance, and feedback."

Or take any other action relative thereto.

Article Information: For many years, the Future School Needs Committee – consisting of volunteers who have generously offered their time and expertise - has provided estimated student enrollment information to assist the School Committee, Town Boards, and Town Meeting to anticipate and understand the current and projected student population. Over time, the projections have typically provided good short-term enrollment information based on historical enrollment and census data. However, even a small variance between projected and actual enrollment can result in the development of a budget that provides for too many or too few classrooms in a given year. The recommended proposal would reconstitute the Future School Needs Committee so that its primary charge would be to review and make recommendations regarding professionally developed enrollment estimates, as opposed to the prior practice of developing the estimates itself. The proposal also ensures the involvement of the Town boards involved in the School capital planning process – the Board of Selectmen, the School Committee, and the Finance Committee – on the committee.

Moved: That the Town vote to amend the General By-Laws by deleting section 2.7.2 and inserting in place thereof the following:

"2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of seven members: two members of the Finance Committee, two members of the School Committee, two members of the Board of Selectmen, and one member appointed by the Town Moderator. The chairman shall be designated from time to time by vote of the Committee. The Future School Needs Committee will assist in the identification of the criteria necessary to develop the estimates and projections. It shall be the responsibility of the School Committee to procure professionally-developed estimates of the Town's current and projected student population and to provide this information to the Future School Needs Committee for their review, guidance, and feedback."

Ms. Marianne B. Cooley, Chairman, advised the this is an amendment to the General By-Laws of the Town which replaces citizen volunteers as members of the Future School Needs Committee with members from Town Boards and Committees.

Mr. Richard Zimbone, Chairman, unanimously recommended adoption by the Finance Committee. He noted that restructuring tis committee will add more professionalism.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 59: AMEND GENERAL BY-LAW/ HAWKERS & PEDDLERS

To see if the Town will vote to amend the General By-Laws by deleting Section 3.1.11 Licensed Hawkers and Peddlers, and inserting in place thereof the following:

"**3.1.11 Licensed Hawkers and Peddlers.** Except as otherwise specified by regulations issued by the Board of Selectmen:

3.1.11.1 No person, under Massachusetts General Law Chapter 101, Section 22, shall sell or offer to sell items specified therein within 1,000 feet of any recreational area in organized use, or within 1,000 feet of any school (public or private) during the hours that school is in session, nor until one hour after the closing of said school or schools.

3.1.11.2 Such hawkers or peddlers shall not remain parked at any one location for a period of time exceeding ten (10) minutes, nor shall a bell, horn or other device to attract customers be used after the hour of 8:00 P.M. of any day."

Or take any other action relative thereto.

Article Information: This proposal is offered in connection with ongoing review of current regulation of mobile food vendors in Needham. That review has included public hearings, consultation with town boards and committees, vendors, and interested citizens. The Selectmen are considering proposals to expand the areas and circumstances in which mobile food vendors may operate in Town, in particular at sports and other public events at the parks. Changing the bylaw will clarify the law and allow the Board degree of discretion in reviewing these options.

MOVED: That the Town vote to amend the General By-Laws by deleting Section 3.1.11 Licensed Hawkers and Peddlers, and inserting in place thereof the following:

"**3.1.11 Licensed Hawkers and Peddlers.** Except as otherwise specified by regulations issued by the Board of Selectmen:

3.1.11.1 No person, under Massachusetts General Law Chapter 101, Section 22, shall sell or offer to sell items specified therein within 1,000 feet of any recreational area in organized use, or within 1,000 feet of any school (public or private) during the hours that school is in session, nor until one hour after the closing of said school or schools.

3.1.11.2 Such hawkers or peddlers shall not remain parked at any one location for a period of time exceeding ten (10) minutes, nor shall a bell, horn or other device to attract customers be used after the hour of 8:00 P.M. of any day."

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. This amendment is in response to a review of current regulations of mobile food vendors in Needham. The Board has held public hearings with groups and this will clarify the law and allow the Board more discretion in reviewing these options. The Board of Selectmen respectfully asks for approval of this article.

Mr. Doug. H. Fox rose in support of food trucks. In response to an inquiry from Mr. Fox, Mr. Matthews advised that if both Articles 59 and 64 passed, the Board would have to adopt regulations. He also stated that if this Article did not pass and Article 64 did pass there would be a conflict with the old by-law.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 60: AMEND GENERAL BY-LAW/ STREET BANNERS

To see if the Town will vote to amend the General By-Laws Article 5, Sign By-Law as follows:

1. Amend Section 5.2 by adding to the end of the section the following: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Subsection 5.3.1 by inserting between the words "**Design Review Board."** And "The review of all sign permits applications" the words "Except for street banners governed, reviewed and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5,"

3. Insert a new Subsection 5.3.1.5 as follows:

   "5.3.1.5 Board of Selectmen. Street Banners, which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a community-wide public event open to the general public and/or an activity of general community interest and which are hosted by the Town or its departments, boards, agencies, or commissions or by non-profit groups or organizations, may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. Neither commercial advertising nor partisan political content shall be allowed to appear on the street banner. All street banners will be removed within two business days after the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."

Or take any other action relative thereto.

Article Information: The downtown is currently undergoing significant improvements to add to the attractiveness of the streetscape and amenities afforded residents. The merchants, businesses and restaurants in the area have asked the Town to seek ways to increase foot traffic in the commercial centers, including both the downtown and the Heights, in order to insure the continued economic vitality of and commercial mix in those areas. One of the amenities that stakeholders have proposed is the allowance of street banners to announce community-wide public events open to the general public and/or activities of general community interest hosted by the Town or its departments,

boards, agencies, or commissions or by non-profit groups or organizations (such as the Street Fair, Harvest Fair, Winter Arts Festival, and New Year's Needham). The Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, has endorsed this proposal as an economic development measure. The amendment defines street banners, restricts locations to those approved by the Board of Selectmen, ensures the temporary nature of such banners, and authorizes the Board of Selectmen to promulgate regulations to implement the program.

MOVED: That the Town vote to amend the General By-Laws Article 5, Sign By-Law as follows:

1. Amend Section 5.2 by adding to the end of the section the following: "Street Banner: A sign in the form of a banner spanning a public street, placed within the Town right-of-way, and/or in locations designated pursuant to Section 5.3.1.5 below."

2. Amend Subsection 5.3.1 by inserting between the words "**Design Review Board.**" And "The review of all sign permits applications" the words "Except for street banners governed, reviewed and approved by the Board of Selectmen pursuant to Subsection 5.3.1.5,"

3. Insert a new Subsection 5.3.1.5 as follows:

   "5.3.1.5 Board of Selectmen. Street Banners, which are placed within the Town right-of-way, spanning public streets and/or in locations authorized by the Board of Selectmen providing notice of a community-wide public event open to the general public and/or an activity of general community interest and which are hosted by the Town or its departments, boards, agencies, or commissions or by non-profit groups or organizations, may be specifically approved by the Board of Selectmen and displayed in locations authorized by the Board of Selectmen for a time period not to exceed fourteen (14) consecutive days before the announced event. Neither commercial advertising nor partisan political content shall be allowed to appear on the street banner. All street banners will be removed within two business days after the announced event or entertainment. Street Banners shall not be subject to the sign requirements of Subsections 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, and 5.3.7, and Sections 5.4 and 5.5. The Board of Selectmen may promulgate such regulations regarding street banners as it deems appropriate."

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He advised that this article is a request of Needham's business community and in particular the Needham Business Association and the Needham Newton Chamber of Commerce. Banners are currently used in Wellesley and Dedham and give the town a hometown feeling. These banners are used in a manner similar to the current flags.

Rising in opposition were Town Meeting Members Erik J. Bailey and Joshua W. Levy.

Mr. Peter D. Atallah rose in support of this proposal.

ACTION: The main motion was presented, but the Moderator was in doubt. The motion was again presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 61 was adopted by unanimous consent on May 1, 2017.

ARTICLE 62: ACCEPTANCE OF MASSACHUSETTS GENERAL LAW CHAPTER 44, SECTION 55C - AFFORDABLE HOUSING TRUST

To See if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C and to establish a Trust, to be known as the Needham Affordable Housing Trust Fund, whose purpose shall be to provide for the continued preservation and creation of affordable housing in the Town of Needham for the benefit of low and moderate-income households; or take any other action relative thereto.

Article Information: In 2005, the Commonwealth enacted legislation to authorize the creation of municipal affordable housing trust funds that simplified the process of establishing dedicated funds to support affordable housing activities. The Town has been receiving funds related to the monitoring of affordable housing units, which have been considered General Fund receipts. The housing trust would provide the means to reserve these funds for housing initiatives. Additional funds that may become available (such as by donation or through the CPA, for example) could also be used to capitalize the fund. Potential uses of the fund include support for project monitoring and marketing of rental units, community education and outreach, the hiring of consultants for technical input into rezoning and for fiscal impact analyses, small grant programs, and Housing Authority initiatives. The statute requires the establishment of a trust document and appointment of a board of directors by the Board of Selectmen.

MOVED: That the Town vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C and to establish a Trust, to be known as the Needham Affordable Housing Trust Fund, whose purpose shall be to provide for the continued preservation and creation of affordable housing in the Town of Needham for the benefit of low and moderate-income households.

Mr. Maurice P. Handel, Selectman, addressed this proposal and advised that the Board of Selectmen unanimously support this article.

Mr. Richard J. Lunetta, member, unanimously recommends support of the creation of this Affordable Housing Trust on behalf of the Finance Committee.

In response to an inquiry from Mr. Joseph J. Leghorn, Town Manager Kate Fitzpatrick advised that once the funds are in the trust, Town Meeting no longer has a vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 63: ACCEPTANCE OF SECTION 193 OF CHAPTER 218 OF THE ACTS OF 2016 - SPEED LIMITATIONS

To see if the Town will vote to accept the provisions of Section 193 of Chapter 218 of the Acts of 2016 relative to speed zones and speed limits; or take any other action relative thereto.

Article Information: On November 7, 2016 new regulations concerning speed limits in the Commonwealth became effective. By adopting the provisions of this Act, the Town would be empowered to create "thickly settled" or "business district" speed limitations, reducing the statutory speed limit from 30 to 25 miles per hour on any or all Town ways in those areas. The Town may also establish safety zones around sensitive use areas. If adopted by Town Meeting, specific speed zone proposals would be reviewed and promulgated by the Board of Selectmen.

MOVED: That the Town vote to accept the provisions of Section 193 of Chapter 218 of the Acts of 2016 relative to speed zones and speed limits.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that the State created this new law in which towns that accept the provisions of Section 193 of Chapter 218 of the Acts of 2017, may now create 'thickly settled" or "business district" speed limits.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 64: FOOD TRUCK ARTICLE

To see if the Town will vote to amend its general bylaws by adding the following section:"

Section 1: Definitions

Food Truck – A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

2.1 Food trucks may be located in public right of way areas as designated by the article. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.

2.2 Authorize the following locations for Food Trucks
a: Needham center – on Great Plain Avenue adjacent to Greene's Field – parking meters #79 & 80 – the spots closest to the YMCA building
b: Second Avenue across the street from Charles River Landing
c: First Avenue across the street from 40 A Street
d: Cabot Place, once all constructions projects have been completed on the street

2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.

2.4 Food Trucks must be positioned at least 50 feet from the customer entrance of a traditional (brick and mortar) restaurant.

2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.

2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.

2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.

3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.

3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.

3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.

3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.

3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.

3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.

3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.

3.9 No signage shall be allowed other than signs permanently

attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.

3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.

4.2 A fee in the amount of $250.00 annually for an up-to five day a week seasonal permit shall be paid upon issuance of the Food Truck Permit. Fee is regardless of the number of days per week licensed.

4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.

4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).

4.5 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.

4.6 A fee in the amount of $25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

Article Information: This citizens' petition article would enact a By-law providing for permitting and regulation of mobile food vendors in Needham. Currently, under a regulation adopted by the Board of Selectmen in 2013, food trucks may operate by seasonal permit in identified commercial areas which have limited, or no, available fixed location restaurant service. Currently approved locations for food trucks are in the Needham Crossing/New England Business Center area. That list may be revised by the Selectmen after consultation with the Planning Board as business development continues. The Article text is substantially the same as the existing regulation, except that it:

- *removes the provision limiting food trucks to underserved areas, and reduces the required distance for a food truck from a restaurant from 200 to 50 feet;*
- *removes the regulation's seasonal and hours of operation limitations;*
- *replaces the discretionary siting process with a schedule of locations - those locations are substantially the same as currently allowed, with the exception of designating two metered spaces on Great Plain Avenue adjacent to Greene's Field as authorized locations;*
- *removes certain exceptions and discretionary waivers contained in the policy; and*
- *replaces the current fee structure ($1,000 annual seasonal, subject to prorating for less-than-five-day businesses) with fees of $250 per year or $25 per week.*

A similar article was presented to the 2016 Annual Town Meeting and referred to the Selectmen for study. That study has included a public hearing in October, input from boards and committees, businesses, potential vendors, community groups and interested residents, and the recommended proposal under Article 59 of this warrant to expand opportunities under the Hawkers and Peddlers By-law. The Selectmen have continued work on revisions to the existing regulation, particularly with respect to interest in mobile food service at sports and other public events at the parks. The view of the Selectmen with regard to some of the principal issues presented by the petition continues to be that:

- *the downtown area has a wide range of existing competitive food service options, and available privately owned space for more, while parking is short supply downtown during the most likely operating times for mobile vendors;*
- *the existing fee structure is appropriate and necessary to recover the Town's costs; and*
- *management and responsiveness to changing needs and conditions in this subject area can be more flexibly administered by means of regulation than by By-law.*

MOVED: That the Town vote to amend its general bylaws by adding the following section:"

Section 1: Definitions

Food Truck – A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

2.1 Food trucks may be located in public right of way areas as designated by the article. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.

2.2 Authorize the following locations for Food Trucks
a: Needham center – on Great Plain Avenue adjacent to Greene's Field – parking meters #79 & 80 – the spots closest to the YMCA building
b: Second Avenue across the street from Charles River Landing
c: First Avenue across the street from 40 A Street
d: Cabot Place, once all constructions projects have been completed on the street

2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.

2.4 Food Trucks must be positioned at least 50 feet from the customer entrance of a traditional (brick and mortar) restaurant.

2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.

2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.

2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.

3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.

3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.

3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.

3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.

3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.

3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.

3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.

3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.

3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.

3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.

4.2 A fee in the amount of $250.00 annually for an up-to five day a week seasonal permit shall be paid upon issuance of the Food Truck Permit. Fee is regardless of the number of days per week licensed.

4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.

4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).

4.5 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.

4.6 A fee in the amount of $25 for a permit valid for up to one week ("Limited Food Truck Permit") shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

Mr. Doug H. Fox addressed this article as the lead sponsor for this citizen petition. He explained that he does not have a food truck and he does not want a food truck, but there are residents who want a food truck in the center of town.

Mr. Fox explained that he conducted a survey. This petition allows for one truck in the center located at the edge of Green Field. The former hot dog truck was stationed next to Camilla's. He also noted that the Needham center restaurants at lunch time are not close to capacity. The fee in this petition is decreased from $1000 to $250. He recommended adoption of Article 64.

Mr. Barry J. Coffman, member, advised that the Finance Committee did not conclude that a food truck would impact the Town. However, the Finance Committee did not recommend passage at this time.

Mr. Daniel P. Matthews, Selectman, noted that the town does have 1 food vendor located near Trip Advisor. However the Board of Selectmen does not have much experience in this area and does not recommend this article at this time.

A motion to refer the subject matter of Article 64 to the Board of Selectmen for further study was offered by Mr. Daniel P. Matthews. He explained that this is a work in progress and the Board still feels the proposed location in close proximity to 20 some restaurants is not right. He suggested that caution is important. The Board of Selectmen is working on this and will continue to do so. The Board asks for support on the motion to refer.

The following Town Meeting Members rose in support of the motion to refer: Mr. Paul S. Alpert, Vice Chairman, Planning Board, and John H. Cogswell, member of the Council of Economic Advisors.

Town Meeting Member Fabienne A. Madsen rose in support of Article 64.

Mr. Richard Zimbone moved to add the following words to the end of the motion to amend: "and to report back to the next Town Meeting".

A motion to move the previous question was offered by Mr. George F. Kent. The motion, which requires a two-thirds vote, was presented, but the Moderator was in doubt. The motion was again presented and the Moderator was still in doubt. The motion was presented for a third time and carried by a count of hands. The hand count was Yes 112 No 54.

Mr. Zimbone's motion to amend was presented and carried by majority vote on a voice vote declared by the Moderator.

Mr. Matthews' motion to amend, as amended, was presented and carried by majority vote on a voice vote declared by the Moderator.

VOTED: That the subject matter be referred to the Board of Selectmen for further study and report back to the next Town Meeting.

ARTICLE 65: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

The Moderator stated that there is no action to be taken under Article 65 and declared Article 65 disposed of.

At this time the Moderator announced that Jon Mattelman, Director of Youth Services, will be retiring in June after 20 years of service. Jon received a hardy congratulations and a standing ovation.

The Moderator then thanked the Finance Committee and all the volunteers for their hard work during the year. He thanked the Finance Committee's Executive Secretary, Louise Mizgerd and Richard A. Zimbone, Chairman, who is leaving after serving on the Finance Committee for nine years. He thanked Steven Jacques for serving as Marshall and Pat Thornton and the custodial staff. He thanked Sandy Cincotta for her assistance manning the projector and Mark Mandell and the Needham Cable TV for televising our Town Meetings. He thanked our State Representative, Denise C. Garlick, for attending our Town Meetings. He thanked the Town Manager, town employees and School employee, the Town Clerk and her staff, and all Town Meeting Members. He suggested that this year's Town Meeting was engaged, prepared and respectful and all should be proud.

At 11:57 P.M. Ms. Marianne B. Cooley on behalf of the Board of Selectmen moved to dissolve the Annual Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

was offered

In memory of

James Hugh Powers

WHEREAS: James Hugh Powers was born on April 9, 1923, the oldest of three children. He was raised in Sudbury and moved to Needham in his teenage years; and

WHEREAS: Mr. Powers entered Harvard College in the fall of 1942, leaving school in March 1943 to join the U.S. Marine Corps. He served for 33 months during World War II, most of that time as a member of an antiaircraft artillery battalion in the Hawaiian Islands, Gilbert Islands, Marshall Islands, Caroline Islands and in Okinawa; and

WHEREAS: Mr. Powers was exceptionally proud of his service in the Marine Corps. He served as the Secretary to his Marine Battalion Reunion Association – writing newsletters and keeping track of all of the men in his battalion; and

WHEREAS: Mr. Powers returned to Harvard and graduated in 1949 as a member of the Class of 1946, with a degree in history, government and economics. He worked for the Massachusetts General Court from 1950 until his retirement in 1988, working with the Special Commission on the Structure of State Government, the Fiscal Survey Commission and the Legislative Research Bureau. As research staff employee, Mr. Powers assisted in the drafting of the Municipal Home Rule Amendment to the State Constitution in 1966. After his retirement, Mr. Powers continued to draft research papers on countless issues facing the Town of Needham – all on his manual typewriter; and

WHEREAS: Mr. Powers was recruited to join the Salary and Wage Committee by the Town Moderator in

1950, and he credited his time on that committee with shaping his view of Town government. The countless boards and committees on which he served include: the Salary and Wage Committee, the Selectmen's Advisory Committee on Home Rule, the Selectmen's Home Rule Study Committee, the Home Rule Charter Study Committee, the first Town Government Review Committee, the WWII Commemorative Committee, the Special Committee on School Finance, and the Town Meeting Study Committee; and

WHEREAS: James Hugh Powers was the longest serving member of the Needham's Representative Town Meeting, serving 59 years from 1951 through 2010.

NOW THEREFORE, be it resolved by this body, **in the hall that bears his name**, that the 2017 Annual Town Meeting be dissolved in honor of the civic and community contributions of James Hugh Powers to the Town of Needham.

ACTION: At 11:57 P.M. on Wednesday, May 10, 2017, the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST: